



# 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 8 AUGUST 2024 COMMENCING AT 1 PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel.

### 1. MEMBERS PRESENT AND APOLOGIES

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<b>Chairperson:</b>	Rachael Dean
<b>Members:</b>	
Cr Neale	Cr Baird (via zoom)

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*The Chairperson advised that Cr Baird had connected remotely to the meeting with the Chairs approval in accordance with the Local Government Act 2002, s. 7(25B)(6) – A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23 (Quorum).*

#### NGĀ WHAKAPAAHA APOLOGIES

Her Worship the Mayor. Kw Madgwick. Kw Tumahai. Cr Phelps.

Moved Chair Dean, seconded Cr Neale and **Resolved** that the apologies from Her Worship the Mayor, Kw Madgwick, Kw Tumahai and Cr Phelps be received and accepted.

#### STAFF PRESENT

L. Crichton, Group Manager: Corporate Services & Risk Assurance; E. Bencich, Acting Group Manager District Assets; D. Maitland, Executive Assistant; P. Coleman, Governance Administrator.

### 2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated. There was an update made to the Interest Register as noted: Rachael Dean advised of a new conflict as of September 2024 – Whangārei District Council Risk and Assurance committee Chair.

Moved Chair Dean, seconded Cr Neale and **Resolved** that the updated Interest Register be received.

### 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 had been circulated.

- **Risk and Assurance Committee Meeting Minutes – 9 May 2024**

Moved Cr Neale, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on 9 May 2024 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 9 May 2024.

## 5. **ACTION LIST**

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

- Chair Dean had distributed the “Evaluation of the Performance of the Committee” questionnaire, however there had not been enough responses received to date for the analysis to go ahead
  - A reminder will be issued to the Committee and the workshop will be rescheduled to the November Risk and Assurance Committee meeting.

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

## 6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

## 7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Staff Conflict of Interest Policy**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report was to review the updated Staff Conflict of Interest Policy.

- The Staff Conflict of Interest Policy has been updated to include;
  - Further description of the purpose of the policy.
  - More clarity of the scope of the policy to include consultants where required.
  - A section on principles and ethics.
  - A statement on instances of when a person with an interest may have unique expertise and how to manage that situation.
- Suggestions made by the Chair –
  - The Office of the Auditor-General has set out some conflict scenarios at the end of the Conflict of Interest Policy and it may be useful to add this as an appendix to the above policy.
  - Scope includes employees, contractors and consultants – keep this consistent throughout the policy.
  - Relationship types – add business relationships to this.
  - Bias may be extended to say – may have bias or the appearance of.
  - Nothing shall limit rights under the Protected Disclosures Act.
  - This policy will return to the Committee for approval after adjustments, if any, are made.

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

1. The report be received.
2. The updated Staff Conflict of Interest Policy be received.
3. Staff give consideration to the suggestions made.

- **Committee Rolling Work Plan**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

- Insurance Renewals Update will be discussed in November.
  - Council is having to provide a lot more information for material assets, anything over \$2M has to include the year of construction, postcode and materials used.
  - Underground assets – the loss limits may need to be increased to keep premiums down.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that:

1. The Committee Rolling Work Plan be received.

- **Discussion Item – Global Study on Occupational Fraud and Abuse**

Chair Rachael Dean raised points of interest from the Global Study on Occupational Fraud and Abuse.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that:

1. The discussion item 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 Neale 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 1.18 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 – 9 May 2024	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 and Safety Initiatives at 8 <sup>th</sup> August 2024	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.	Privacy Breach	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.	Quarterly Report on Whistleblower Services at 30 June 2024	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.	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)
6.	Audit Recommendation 2022-23 Progress 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)
7.	Expense Claim	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)
8.	Information Technology Report and Updates	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
3, 6, 7, 8	(1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.  (s. 7)

3, 7, 8	Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to –  (s. 7(2))
1, 2, 3, 7, 8	Protect the privacy of natural persons, including that of deceased natural persons.  (s. 7(2)(a))
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.  (s. 7(2)(b))
2	Avoid prejudice to measures protecting the health or safety of members of the public.  (s. 7(2)(d))
1, 8	Avoid prejudice to measures that prevent to mitigate material loss to members of the public.  (s. 7(2)(e))
1, 4, 7, 8	Maintain the effective conduct of public affairs through: (i) The protection of such members, officers, employees, and persons from improper pressure of harassment.  (s. 7(2)(f))
1, 4, 5, 8	Maintain legal professional privilege.  (s. 7(2)(g))
1, 2, 4, 5, 8	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.  (s. 7(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).  (s. 7(2)(i))
1, 6, 8	Prevent the disclosure or use of official information for improper gain or improper advantage.  (s. 7(2)(j))

Moved Rachael 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 1.50 pm

**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 14 NOVEMBER 2024  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 1.50 PM**

Confirmed by the Risk and Assurance Committee at their meeting on 14 November 2024.

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Rachael Dean  
Chair

Date: