



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 9 NOVEMBER 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 – for part of the meeting	Cr Phelps

NGĀ WHAKAPAAHA APOLOGIES

Nil.

ABSENT

Kw Madgwick
Kw Tumahai

STAFF PRESENT

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

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 made to the Interest Register.

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 Meetings were circulated separately via Microsoft Teams.

- **Risk and Assurance Committee Meeting Minutes – 2 August 2023**

Moved Cr Neale, seconded Cr Phelps and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 2 August 2023, be confirmed as a true and correct record of the meeting.

- **Extraordinary Risk & Assurance Committee Meeting Minutes – 17 October 2023**

It was noted that the Risk & Assurance Committee did not Move/Second and Resolve to move out of the Public Excluded portion of the Extraordinary Risk & Assurance Committee Meeting of 17 October 2023, and that the following resolution is to be added to the minutes accordingly:

“Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** to move out of the Public Excluded section of the meeting at 4:28pm”

Moved Her Worship the Mayor seconded Cr Baird and **Resolved** that the Amended Minutes of the Extraordinary Risk and Assurance Committee Meeting Minutes held on the 17 October 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 2 August 2023 and the Amended Extraordinary Risk and Assurance Meeting Minutes of 17 October 2023.

5. ACTION LIST

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

Item	Status
1 Insurance review of the Airport.	Destination Westland Limited (DWL) need to take the lead on this. The Chief Executive has advised he will follow up with DWL. DWL are progressing this with Coast Valuations. This review has been completed through the Annual Report process with significant increases in values.
2 Workshop: Evaluation of the performance of the Committee	Workshop will be scheduled for the New Year.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that:

1. The updated Action List be received.
2. Item 1 - the Insurance Review of the Airport to be removed from the Action List.

6. NGĀ TĀPAETANGA PRESENTATIONS

Nil

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Rolling Work Plan**

Lesley Crichton, Group Manager, Corporate Services Risk & Assurance tabled the Rolling Work Plan for November 2023 to August 2024.

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

1. The Risk & Assurance Committee Rolling Work Plan for November 2023 to August 2024 be received.

- **Quarterly Report – Q1 2023/2024 – 1 July – 30 September 2023**

Cody Nabben, Financial Accountant & Emma Rae, Strategy & Communications Advisor, spoke to this item, and advised that the purpose of the report is to inform the Committee of Council's financial and service delivery performance for the three months ended 30 September 2023 (Q1).

The Strategy & Communications Advisor advised that the wording surrounding the Food Licensing Measures is going to be changed accordingly to reflect the Act.

The Chair, Rachael Dean noted that a number of departments hadn't provided an update report, and suggested that for future reporting, there should be a note as to why they haven't provided an update report.

Moved Chair Rachael Dean, Seconded Cr Phelps & **Resolved** to adjourn the meeting to resolve technical issues with the livestreaming of the meeting at 1:25pm. At 1.35pm the technical issues with the livestreaming of the meeting were resolved, and the meeting reconvened.

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

1. The Report be received.
2. The Committee receive the Quarterly Report Q1 July – September 2023 as attached to the Agenda.

- **Policy Working Group Update**

Richard Morris, Information Manager spoke to this report and advised that the purpose of the report is to update the Committee on the work of the Westland District Council Policy Working Group.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that:

1. The Report be received.
2. The Committee recommend the Policy Working Group continue their work on both the Audit of Policies and the creation of a documented process for managing policies.

- **Privacy Commission Requirements**

Peter Oliver, Information Technology Manager spoke to this item and advised that the purpose of the report is to notify the Committee of what action Council has taken as a result of being notified of the minimum level of security expected on the Council computer networks by the Office of the Privacy Commissioner.

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

1. The Report be received.

- **Review of Policy: Staff Departure Policy**

Kate Campell, HR Advisor spoke to this item and advised that the purpose of this report is to present the Staff Departure Policy (replacing the Farewell Policy and Providing References for Staff Policy), for review.

The Chair recommended that a capped amount be put in place regarding the cost of functions for departing staff and double authorisation for this.

The Committee discussed and agreed that \$200.00 be the limit for expenditure towards the cost of a function for departing staff members.

Moved Chair Rachael Dean, seconded Her Worship the Mayor and **Resolved** that:

1. The report be received.

2. A capped amount of \$200.00 is put in place for expenditure towards the cost of a function for departing staff members.

- **Review of Sensitive Expenditure and Staff Conflict of Interest Policies**

Lesley Crichton, Group Manager, Corporate Services and Risk Assurance spoke to this item and advised that the purpose of this report is to review the Sensitive Expenditure and Staff Conflict of Interests Policies.

The Chair advised that a new guideline from the Office of the Auditor-General (OAG) has been issued since the Staff Conflicts of Interest policy was last reviewed and suggested that the Staff Conflict of Interest Policy be reviewed against the new OAG Guidelines and brought back for review at the next Committee Meeting in February 2024.

The Chair also suggested that the Sensitive Expenditure Policy should be amended to include a section on Policy Principles as per the OAG October 2020 Controlling Sensitive expenditure guide for public organisations.

Cr Neale left the meeting at 1:45pm and did not return for this part of the meeting.

Moved Chair Rachael Dean, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. The Conflict of Interest Policy be reviewed against the new guidelines from Office of the Auditor-General.
3. The Sensitive Expenditure Policy be amended to include a section on policy principles.
4. The current process of reporting remain as is using the Council Website.

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

(to consider and adopt confidential items)

Moved Chair Rachael Dean, seconded Her Worship the Mayor 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 1.45pm.

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 Risk & Assurance Meeting Minutes – 2 August 2023 Confidential Extraordinary Risk & Assurance Meeting Minutes – 17 October 2023	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)
2.	Health & Safety Initiatives as at 31 October 2023	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)
3.	Quarterly Report on Whistle Blower Services September 2023	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)
4.	Insurance Update	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)

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
5.	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
2	Protect the privacy of natural persons, including that of deceased natural persons; or (Schedule 7(2)(a))
2	Avoid prejudice to measures protecting the health or safety of members of the public; or (Schedule 7(2)(d))
2, 3, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
3, 5	Maintain legal professional privilege; or (Schedule 7(2)(g))
3	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, 4	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, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
4	Prevent the disclosure or use of official information for improper gain or improper advantage. (Schedule 7(2)(j))

Moved Cr Phelps, seconded Her Worship the Mayor 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 2.37 pm.

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

MEETING CLOSED AT 2:37 PM

Confirmed by:

**Rachael Dean
Chair**

Date: