



AUDIT AND RISK COMMITTEE MEETING MINUTES

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 5TH NOVEMBER 2020 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	R. 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

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; M. Smith, Committee Secretary; John Kagagi, Accountant.

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 – 6 August 2020**

Moved R. Dean, seconded His Worship the Mayor and **Resolved** that the minutes of the Audit and Risk Committee Meeting held on the 6 August 2020 be confirmed as a true and correct record of the meeting.

5. ACTION LIST

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

Terms of Reference (TOR)

Workshop to be held today to discuss the review of the TOR, 5 November 2020 at the close of the meeting.

Reserve Banks Community Consultation on the use of Cash

The Reserve Bank has advised the project to investigate a 'no cash' banking environment has been put on hold indefinitely.

The Group Manager: Corporate Services updated the committee after communication from the Council's Banking Facility, Westpac Bank, that they will not be processing cheques from March 2021. Alternative options for payments from customers are to be investigated.

Audit Review Document

The Group Manager: Corporate Services sought clarification from the Chair as to which report was required. The Chair confirmed that it is the last Long Term Plan Report to be circulated.

Risk Management Manual Amendment

The draft has been updated, cannot be finalised until after the risk workshop (the action list item following) which has been on hold due to the resurgence of COVID-19. Due to be rescheduled to the beginning of next year.

Risk Management Workshop

Was on hold due to the resurgence of COVID-19. Rescheduled to 2021.

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

6. PŪRONGO KAIMAHI STAFF REPORTS

- **Finance: Quarterly Report Q1 July – September 2020**

The Strategy and Communications Advisor and the Accountant 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 three months ended 30 September 2020 (Q1).

Moved R. Dean, seconded Cr Hart and **Resolved** that the Quarterly Report Q1 July – September 2020 from the Strategy and Communications Advisor and the Accountant be received.

- **Audit and Risk Committee Rolling Work Plan 2020**

The Group Manager, Corporate Services spoke to this item and advised the purpose of the work-plan, measured against the Terms of Reference (TOR), was to help in forecasting upcoming reporting requirements to the committee. A workshop is to be scheduled to review the TOR in the New Year.

Moved R. Dean, seconded His Worship the Mayor and **Resolved** that the Audit and Risk Committee Rolling Work Plan from the Group Manager, Corporate Services be received.

Cr Neale placed her apologies to the committee due to connection issues with the audio-visual link via zoom at 1.12pm.

Moved R. Dean, seconded Cr Hart and **Resolved** that the apology from Cr Neale be received and accepted.

A matter not on the agenda was brought to the committee as an update below, the Chair allowed the update to be presented.

- **Long Term Plan 2021 Progress - Verbal Update**

The Strategy and Communications Advisor, Project Lead spoke to this update, it covered the following topics:

Workshops with Councillors

- The background to the Long Term Plan (LTP).
- Community outcomes through public engagement sessions.
- A review of activity groups and proposed key performance indicators.
- Infrastructure strategy overview.
- The preferred way to manage public consultation.

Going Forward:

- The infrastructure strategy is due by mid-November.
- Work on the financial strategy will begin once the infrastructure strategy is completed.
- Ongoing review of the assumptions to the reports.
- Activity budgets and the review of fees and charges will need to be completed by mid-January so the Capex programme and financial forecasts can be completed.
- Advice from SOLGM (Society of Local Government Managers) regarding policy review expectations. Only policies that require review should be addressed.
- The Auditor General has advised that climate change must be addressed in the LTP and it will be assessed by Audit New Zealand.
- Planning to complete the LTP and the consultation documents in-house to reduce costs.

The Chief Executive spoke to the infrastructure strategy and advised there had been a review of all the asset management plans and projects that feed into the infrastructure strategy, and the necessary requirements and timelines to complete this.

The Group Manager: Corporate Services and the Chief Executive spoke to the level of work verses staff time for projects and reporting deadlines, which will potentially affect performance outcomes. There are limited resources for new projects over and above business as usual that will need to be addressed with new staff/contractors. Efficiencies are being investigated.

Moved R. Dean, seconded Cr Hart and **Resolved** that the Long Term Plan 2021/31 Progress verbal update from the Strategy and Communications Advisor, Project Lead be received and accepted.

7. 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 1.39pm.

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 – 6 August 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 Report on Whistleblower Services provided by PWC	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
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 His 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 1.48pm.

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING TO BE CONFIRMED
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.48PM

Confirmed by:

**Rachael Dean
Chair**

Date: 9.02.21