



# 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, 17<sup>TH</sup> FEBRUARY 2022, 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 – Independent Chair	
Members	His Worship the Mayor	
	Deputy Mayor Carruthers	Cr Hart
	Cr Neale	Kw Madgwick
	Kw Tumahai	

### NGĀ WHAKAPAAHA APOLOGIES

No apologies received.

### ABSENT

No Absent

### STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Regulatory Services Manager; L. Crichton, Group Manager: Corporate Services; F. Scadden, Planning and Customer Services Manager; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; 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.

The advised Interest Register changes are noted:

- Rachael Dean currently on the Advisory Board to Federated Farmers for 6 months, looking at revisiting the Government structure and related matters.

Kw Paul Madgwick joined the meeting at 1:01pm

### 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 – 9 November 2021**

Moved Cr Dean seconded Cr Hart and **Resolved** that the Minutes of the Audit and Risk Committee Meeting held on the 9<sup>th</sup> November 2021 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 9<sup>th</sup> November 2021.

#### 5. **ACTION LIST**

- Insurance Review for the airport – not completed
- Workshop for evaluation of the performance of the committee – due to Covid-19 Escalation this has not moved forward – this could be moved to May for now.
- Workshop for office for the Auditor General- Risk Management, we are looking at the office of the Auditor General to present at the next Council Meeting in March – via zoom
- Policy Review on Police Vetting last month – the Committee asked for the Health & Safety Committee to bring forward a police vetting policy for when we are recruiting staff – this will be discussed today. We have added policies for review for today

Moved Cr Neale seconded Deputy Mayor Carruthers and **Resolved** that the action list be received with the modification that Workshop for the evaluation of the performance of the committee be moved to May 2022 meeting.

#### 6. **NGĀ TĀPAETANGA PRESENTATIONS**

No Presentations

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

- **Quarterly Report Q2 July – December 2021**

Finance Manager Lynley Truman and Strategy and Communications Advisor Emma Rae spoke to this report:

- The purpose of this report is to inform the Committee of Council's financial and service delivery performance for the six months ended 31 December 2021 (Q2).
- This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021-31. Refer page 2 of the agenda.
- This report concludes by recommending that Committee receive the Quarterly Report Q2 July – December 2021, attached as appendix 1.

- Noted that some areas did not provide a report, and the Committee reiterated the important of reports provided to review, and for oversight and assurance  
Moved Cr Dean seconded Cr Neale and **Resolved** that the Quarterly Report Q2 July-Dec 2021 from the Finance manager and Strategy Communications Advisor be received.

- **Audit and Risk Committee Rolling Work plan – February 2022**

Lesley Crichton, Group Manager: Corporate Services

- External Audit – first draft has been put through today (17<sup>th</sup> February 2022).
- External Audit – informed from the Office of the Auditor General that there will be a new audit firm this year. Moving away from Audit NZ to Ernst and Young going forward, and an introductory meeting will take place with the Audit & Risk Committee at some point.
- Policy Review – has been added to the work plan. There are 3 policies to bring to the meeting today to be looked at the Public Excluded Meeting. Aiming to have an automated review process for all policies.

Moved Deputy Mayor Carruthers seconded Cr Hart and **Resolved** that the Audit and Risk Committee Rolling Work plan – February 2022 be received.

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

(to consider and adopt confidential items)

Moved Cr Dean, seconded Cr Neale 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 1:41pm.

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 November 2021	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 and Safety Initiatives 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)

3.	PwC Quarterly Whistleblower 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)
4.	Risk Report – January 2022	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)
5.	Policies: <ul style="list-style-type: none"> <li>• Sensitive Expenditure</li> <li>• Staff Gifts and Hospitality</li> </ul>	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
1,2	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a)).
1,2	Protect information where the making available of the information: (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b))
1,2,3,4,5	Maintain the effective conduct of public affairs through— (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,2,3,4,5	Maintain legal professional privilege. (Section 7(2)(g))
1,2,3,4,5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Section 7(2)(h))
1,2	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a)).

Moved Cr 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 2:51pm

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING – THURSDAY 12<sup>TH</sup> MAY 2022  
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

**MEETING CLOSED AT 2:51PM**

Confirmed by:

\_\_\_\_\_  
Rachael Dean  
Chair

Date: