

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
AUDIT AND RISK SUB-COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 25 FEBRUARY 2021 AT 1.30PM**

PRESENT: Bryan Jackson (Chair), Cr Angela Buswell (Deputy Chair), Mayor K Gurunathan, Cr Gwynn Compton, Deputy Mayor Janet Holborow, Gary Simpson

IN ATTENDANCE: Cr Martin Halliday, Community Board Member Christine Papps, Wayne Maxwell, Mark de Haast, Dianne Andrew, Anelise Horn, Ian Georgeson, Jayne Nock, David Borrie, Ahmed Sofe, Tim Power, Grayson Rowse

APOLOGIES: There were none

LEAVE OF ABSENCE: There were none

1 WELCOME

The Chair welcomed everyone to the meeting

MOTION

The Chair advised that as a Council meeting was about to resume and required the attendance of Elected Members of this meeting, the meeting would be adjourned to a later date.

COMMITTEE RESOLUTION AAR2021/1

Moved: Mr Bryan Jackson

Seconder: Deputy Mayor Janet Holborow

That the Audit and Risk Subcommittee meeting be adjourned until 10.30am Thursday 11 March 2021.

CARRIED

(RESUMED 10.30AM THURSDAY 11 MARCH 2021)

The meeting adjourned at 1:33 pm Thursday 25 February 2021 and resumed at 10.30am on Thursday, 11 March 2021.

2 COUNCIL BLESSING

The Chair read the Council Blessing.

3 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION AAR2021/2

Moved: Cr Angela Buswell

Seconder: Cr Gwynn Compton

That apologies received from Cr Janet Holborow and Gary Simpson be accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were none

6 MEMBERS' BUSINESS**(a) Public Speaking Time Responses**

There were none

(b) Leave of Absence

There were none

(c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

There were none

7 UPDATES

There were none

8 REPORTS**8.1 HEALTH AND SAFETY QUARTERLY REPORT: 1 OCTOBER 2020 - 31 DECEMBER 2020**

The report was taken as read and Dianne Andrew, Organisational Development Manager responded to Members' questions and advised:

- the Council's new Group, 'Strategy, Growth and Recovery', had now been added and will be included in the next Health and Safety Quarterly Report;
- health and safety plan dates had now been extended to 3 years (the plan usually covered 2 years), to provide a more realistic account of disruptions the Council had encountered during COVID-19 and also any future interruptions we may come across (next one to cover 2020-2023);
- there will be a few changes to the format of the lead indicators in the next quarterly report i.e. staff training will be more of an overview of what was planned and what was delivered rather than a focus on attendance numbers; and
- Third Party Events – primarily relate to activities in libraries and pools and by continuing to encourage staff reporting it will show an increase in numbers and this would be a good sign.

Members suggested a more detailed breakdown of 'types of incidents' would be useful.

COMMITTEE RESOLUTION AAR2021/3

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

That the Audit and Risk Sub Committee notes the Health and Safety Quarterly Report for the period 1 October 2020 – 31 December 2020 attached as Appendix One to this Report.

CARRIED

8.2 ERNST AND YOUNG AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2021

David Borrie and Ahmed Sofe, from Ernst and Young, joined the meeting, gave a summary of changes within their report from previous years and responded to Members' questions.

COMMITTEE RESOLUTION AAR2021/4

Moved: Cr Angela Buswell
Seconder: Mayor K Gurunathan

That the Audit and Risk Subcommittee receives and notes the Ernst and Young Audit Plan for the year ended 30 June 2021 attached as Appendix 1 to this report.

CARRIED

8.3 TIMETABLE FOR THE AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2021

The report was taken as read.

COMMITTEE RESOLUTION AAR2021/5

Moved: Cr Gwynn Compton
Seconder: Cr Angela Buswell

That the Audit and Risk Subcommittee notes the timetable for the audit of the Council's Annual Report and Debenture Trust Deed for the year ended 30 June 2021.

CARRIED

8.4 PROGRESS UPDATE REGARDING AUDIT CONTROL FINDINGS 2019/20

The report was taken as read and Anelise Horn, Manager Financial Accounting responded to Members' questions.

COMMITTEE RESOLUTION AAR2021/6

Moved: Mayor K Gurunathan
Seconder: Cr Angela Buswell

That the Audit and Risk Subcommittee notes the progress update in regards to Ernst & Young's Report on Control findings for the year ended 30 June 2020 and that Ernst & Young will re-assess these as part of their audit for the year ended 30 June 2021.

CARRIED

8.5 QUARTERLY TREASURY COMPLIANCE REPORT

The report was taken as read and Ms Horn responded to Members' questions.

COMMITTEE RESOLUTION AAR2021/7

Moved: Cr Gwynn Compton
Seconder: Cr Angela Buswell

That the Audit and Risk Subcommittee notes the Council's full compliance with its Treasury Management Policy for the three months ended 31 December 2020.

CARRIED

9 CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION AAR2021/8**

Moved: Cr Gwynn Compton

Seconder: Cr Angela Buswell

That the minutes of the Audit and Risk Subcommittee meeting on 12 November 2020 be accepted as a true and accurate record of the meeting

CARRIED

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**11 PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION AAR2021/9**

Moved: Mayor K Gurnathan

Seconder: Cr Gwynn Compton

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting (with the exception of Ōtaki Community Board Member Christine Papps) for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is 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 this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Confirmation of Public Excluded Minutes	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Section 48(1)(a)(i) - 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 would exist under section 6 or section 7</p>

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>11.1 - Update on litigation status, statutory compliance issues, investigations</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>Section 48(1)(a)(i) - 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 would exist under section 6 or section 7</p>

CARRIED

COMMITTEE RESOLUTION AAR2021/10

Moved: Mayor K Gurnathan

Seconder: Cr Gwynn Compton

That the Audit and Risk Subcommittee moves out of a public excluded meeting.

CARRIED

The Audit and Risk Subcommittee meeting went into a public excluded session at 11.05am.

The Audit and Risk Subcommittee came out of a public excluded session at 11.12am.

11.1 UPDATE ON LITIGATION STATUS, STATUTORY COMPLIANCE ISSUES, INVESTIGATIONS

The Audit and Risk Subcommittee resolved their approval to release report 'Update On Litigation Status, Statutory Compliance Issues, Investigations' (excluding appendices) and the resolutions from the public excluded session.

COMMITTEE RESOLUTION AAR2021/11

Moved: Cr Angela Buswell
Secunder: Cr Gwynn Compton

That the Audit and Risk Subcommittee:

note that there were minor compliance issues associated with discharge into the Mazengarb Stream. The Greater Wellington Regional Council was advised of the breaches;

note the current status of Ombudsman and Privacy Commissioner investigations and litigation;

agree that this report and resolutions only be released from public excluded business; and

agree that Appendices [A] and [B] of this report, be excluded from public release.

CARRIED

Appendices

1 Update on litigation status, statutory compliance issues, investigations

The Audit and Risk Subcommittee meeting closed at 11.12am.

.....
CHAIRPERSON