

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
AUDIT AND RISK SUB-COMMITTEE MEETING  
HELD AT THE ONLINE VIA ZOOM  
ON THURSDAY, 3 MARCH 2022 AT 9.30AM**

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

**IN ATTENDANCE:** Wayne Maxwell, Mark de Haast, Ian Georgeson, Dianne Andrew, Tim Power,  
Sharon Foss, Andrew Gillespie, Tanicka Mason, Jayne Nock, Brett O'Malley,  
David Borrie, Thomas Marshal, Paul Dunmore, Ani Te Whaiti, Cam Butler,  
Kahu Ropata, Cr Martin Halliday, Sarah Wattie, Steve Cody

**APOLOGIES:** Mayor K Gurunathan

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the meeting.

**2 COUNCIL BLESSING**

The Chair read the Council blessing.

**3 APOLOGIES**

An apology from the Mayor was noted.

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Nil

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Paul Dunmore tabled a paper commenting on:

- Risk Management Framework – climate change and sea levels; and
- Insurance Overview – costs and risks.

**TABLED DOCUMENT**

**COMMITTEE RESOLUTION AAR2022/1**

The following document was tabled.

**CARRIED**

**Appendices**

- 1 Paul Dunmore's tabled notes during public speaking time

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses  
Nil
- (b) Leave of Absence  
Nil
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)  
Nil

**7 UPDATES**

Nil

**8 REPORTS****8.1 INSURANCE OVERVIEW**

Ian Georgeson, Chief Financial Officer introduced Brett O'Malley, Executive Director at AON New Zealand and spoke to the report. Members' questions were responded to.

**COMMITTEE RESOLUTION AAR2022/2**

Moved: Mr Bryan Jackson  
Seconder: Cr Gwynn Compton

That the Audit and Risk Sub-Committee:

- **notes** the insurance renewal outlined in this paper; and
- **agrees** the Council should commission a feasibility review of alternative self-insurance options, and report back to the Audit and Risk Sub-Committee in due course.

**CARRIED**

The Chair thanked staff for their report.

**8.2 ERNST & YOUNG AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2022**

Mr Georgeson introduced David Borrie and Thomas Marshal from Ernst & Young Auditors and Mr Borrie gave a brief summary of the Audit Plan.

**COMMITTEE RESOLUTION AAR2022/3**

Moved: Mr Bryan Jackson  
Seconder: Deputy Mayor Janet Holborow

That the Audit and Risk Subcommittee receives and notes the Ernst & Young Audit Plan for the year ended 30 June 2022 attached as Appendix 1 to this report.

**CARRIED**

**8.3 HEALTH AND SAFETY QUARTERLY REPORT : 1 OCTOBER 2021 - 31 DECEMBER 2021**

Dianne Andrew, Organisational Development Manager spoke to the report and Members' questions were responded to.

**COMMITTEE RESOLUTION AAR2022/4**

Moved: Mr Bryan Jackson  
Seconder: Cr Gwynn Compton

That the Audit and Risk Sub Committee notes the Health and Safety Quarterly Report for the period 1 October 2021 – 31 December 2021 attached as Appendix One to this Report.

**CARRIED**

**8.4 RISK MANAGEMENT**

The report was taken as read and Andrew Gillespie, Risk Advisor, noted Members' comments and responded to Members' questions.

**COMMITTEE RESOLUTION AAR2022/5**

Moved: Mr Bryan Jackson  
Seconder: Deputy Mayor Janet Holborow

That the Audit and Risk Subcommittee receives and notes this report, including Appendices 1 and 2 to this report.

**CARRIED**

**8.5 QUARTERLY TREASURY COMPLIANCE**

Mr Georgeson spoke to the report and responded to Members' questions.

**COMMITTEE RESOLUTION AAR2022/6**

Moved: Mr Bryan Jackson  
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 2021.

**CARRIED**

Members thanked staff for their report.

**8.6 PROGRESS UPDATE REGARDING AUDIT CONTROL FINDINGS 2020/21**

The report was taken as read and Mr Gillespie noted Members' comments and responded to Members' questions.

**COMMITTEE RESOLUTION AAR2022/7**

Moved: Mr Bryan Jackson

Seconder: Deputy Mayor Janet Holborow

That the Audit & Risk Sub-Committee notes:

- the progress update regarding Ernst & Young's Report on Control Findings for the year ended 30 June 2021, and
- that Ernst & Young will re-assess these as part of their audit for the year ended 30 June 2022.

**CARRIED**

**9 CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION AAR2022/8**

Moved: Cr Angela Buswell

Seconder: Deputy Mayor Janet Holborow

That the minutes of the Audit and Risk Subcommittee meeting on 2 November 2021 be accepted as a true and accurate record of the meeting

**CARRIED**

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**11 PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION AAR2022/9**

Moved: Cr Angela Buswell

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 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
<p><b>10.1 - Confirmation of Public Excluded Minutes</b></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>
<p><b>11.1 - Update on Litigation Status, Statutory Compliance Issues and Investigations</b></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 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**

**MOVE OUT OF PUBLIC EXCLUDE BUSINESS****COMMITTEE RESOLUTION AAR2022/12**

Moved: Mr Bryan Jackson

Seconder: Deputy Mayor Janet Holborow

That the Audit and Risk Sub-Committee meeting moves out of a public excluded meeting at 10.55am.

**CARRIED**

**11.1 UPDATE ON LITIGATION STATUS, STATUTORY COMPLIANCE AND INVESTIGATIONS**

The Audit and Risk Sub-Committee resolved their approval to release report 'Update on Litigation Status, Statutory Compliance Issues and Investigations' and the resolutions from the public excluded session.

**COMMITTEE RESOLUTION AAR2022/11**

Moved: Mr Bryan Jackson

Seconder: Deputy Mayor Janet Holborow

That the Audit and Risk Subcommittee:

**note** the information on the Council's legislative compliance declarations;

**note** the current status of Ombudsman and Privacy Commissioner investigations, other compliance matters and litigation;

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

**agree** that Appendix A and B of this report, be excluded from public release.

**CARRIED**

**Appendices**

1 Update on Litigation Status, Statutory Compliance and Investigations

The Audit and Risk Subcommittee meeting went into public excluded session at 10.46am.

The Audit and Risk Subcommittee came out of public excluded session at 10.55am.

**The Audit and Risk Subcommittee meeting closed at 10.55am.**

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**CHAIRPERSON**