

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 16 MAY 2023 AT 9.30AM**

PRESENT: Mayor Janet Holborow, Cr Jocelyn Prvanov, Mr David Shand, Mr David Cochrane, Cr Lawrence Kirby

IN ATTENDANCE: Sam Nicolle (Ernst & Young), Mr Mark de Haast (via zoom), Ms Steffi Haefeli, Mr Darren Edwards, Ms Jessica Mackman, Ms Anna Smith, Cr Nigel Wilson, Cr Martin Halliday, Mr Bernie Randall, Mr Richard Mansell, Mr Cam Butler, Mr Bede Laracy, Cr Shelly Warwick, Cr Sophie Handford, Mr Sean Mallon, Ms Kris Pervan, Ms Janice McDougall, Ms Sharon Foss, Ms Jing Zhou, Mr Andrew Gillespie, Mr Mike Mendonça

APOLOGIES: Nil

LEAVE OF ABSENCE: Cr Liz Koh

1 WELCOME

2 COUNCIL BLESSING

Mr David Shand, Independent Chair, welcomed everyone to the meeting and read the Council blessing.

3 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION RAC2023/1

Moved: Mayor Janet Holborow

Seconder: Cr Jocelyn Prvanov

That the apology received from Oriwia Raureti be accepted.

CARRIED

Nil

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 no public speakers.

6 MEMBERS' BUSINESS

- (a) No leaves of absence were requested.
- (b) No matters of an urgent nature were raised.

7 HE KŌRERO HOU | UPDATES

Nil

8 PŪRONGO | REPORTS**8.1 CHIEF EXECUTIVE REPORT**

Mr Shand introduced the Chief Executive's Report and Mr Edwards answered questions from members.

COMMITTEE RESOLUTION RAC2023/2

Moved: Lawrence Kirby
Secunder: Mayor Janet Holborow

That the Risk and Assurance Committee receives and notes this report.

CARRIED

8.2 ERNST & YOUNG AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2023

Mr Shand introduced Sam Nicolle from Ernst & Young who explained his role as auditor and gave a brief summary of his report. Mr Nicolle and Mark de Haast, Group Manager Corporate Services, answered questions from members.

COMMITTEE RESOLUTION RAC2023/3

Moved: Lawrence Kirby
Secunder: Cr Jocelyn Prvanov

That the Committee receives and notes the Ernst & Young Audit Plan for the year ended 30 June 2023 attached as Appendix 1 to this report.

CARRIED

8.3 HEALTH AND SAFETY QUARTERLY REPORTS : 1 JULY 2022 - 31 MARCH 2023

The report was taken as read and Darren Edwards and Mark de Haast answered questions from members.

COMMITTEE RESOLUTION RAC2023/4

Moved: Mr David Cochrane
Seconder: Lawrence Kirby

That the Risk and Assurance Committee notes the Health and Safety Quarterly Reports for the periods 1 July 2022 – 31 March 2023 attached as Appendix One to this Report.

CARRIED

8.4 QUARTERLY TREASURY COMPLIANCE

The report was taken as read. Mark de Haast and Jing Zhou answered questions from members.

COMMITTEE RESOLUTION RAC2023/5

Moved: Mr David Shand
Seconder: Lawrence Kirby

That the Risk and Assurance Committee notes the Council's full compliance with its Treasury Management Policy for the three months ended 31 March 2023.

CARRIED

8.5 TOP 10 ORGANISATIONAL RISK REPORT

Mr Shand introduced the report, and Andrew Gillespie asked to have the report mainly taken as read but briefly highlighted a few points from the report. Mr Gillespie answered questions from members. Mr Shand noted that the report was well prepared and an easy document to understand.

COMMITTEE RESOLUTION RAC2023/6

Moved: Mr David Shand
Seconder: Mayor Janet Holborow

That the Risk and Assurance Committee receives and notes this report, including Appendix 1 to this report.

CARRIED

8.6 PROGRESS UPDATE REGARDING AUDIT CONTROL FINDINGS 2021/22

Sam Nicolle briefly introduced the report.

COMMITTEE RESOLUTION RAC2023/7

Moved: Mr David Cochrane
Seconder: Lawrence Kirby

That the Risk and Assurance Committee notes the progress update regarding Ernst & Young's

Report on Control Findings for the year ended 30 June 2022, including Appendix 1 to this report, and that Ernst & Young will re-assess these as part of their audit for the year ended 30 June 2023.

CARRIED

8.7 INTERNAL AUDIT - PROGRESS UPDATE AND FORWARD WORK PROGRAMME

Sharon Foss introduced the report, gave a brief explanation of some components, and answered questions from members.

COMMITTEE RESOLUTION RAC2023/8

Moved: Mr David Shand

Seconder: Mayor Janet Holborow

That the Risk and Assurance Committee receives and notes the Internal Audit progress update and forward work programme for 2023.

CARRIED

8.8 FORWARD WORK PROGRAMME 2023 FOR RISK AND ASSURANCE COMMITTEE

COMMITTEE RESOLUTION RAC2023/9

Moved: Lawrence Kirby

Seconder: Mayor Janet Holborow

That the Risk and Assurance Committee approves its Forward Work Programme for the 2023 calendar year as set out in Appendix 1 to this report.

CARRIED

The meeting adjourned at 11:18 am and resumed at 11:28am.

9 PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION RAC2023/10

Moved: Mr David Shand

Seconder: Mayor Janet Holborow

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>10.1 - Update on Litigation Status, Statutory Compliance Issues and 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 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>
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CARRIED

COMMITTEE RESOLUTION RAC2023/12

Moved: Mayor Janet Holborow
 Secunder: Deputy Mayor Lawrence Kirby

That the Te Komiti Whakamauru Tūraru | Risk and Assurance Committee moves out of a public excluded meeting.

CARRIED

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting went into public excluded session at 11:28am.

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee came out of public excluded session at 12:08pm.

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting closed at 12:08pm.

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HEAMANA | CHAIRPERSON