

**MINUTES OF KĀPITI COAST DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 15 FEBRUARY 2024 AT 9.30AM**

PRESENT: Mr David Shand (Chair), Deputy Mayor Lawrence Kirby, Cr Jocelyn Prvanov, Cr Glen Cooper, Ms Oriwia Raureti, Mr David Cochrane
Via Zoom: Mayor Janet Holborow, Cr Liz Koh

IN ATTENDANCE: Mr Cam Butler, Mr Bede Laracy, Mr Bernie Randall, Mr Mark de Haast, Mr Darren Edwards, Mr James Jefferson, Ms Hara Adams, Ms Dianne Andrew, Ms Sharon Foss, Ms Nienke Itjeshorst, Ms Roddy Hickling, Ms Sarah Wattie, Ms Steffi Haefeli, Ms Jessica Mackman, Ms Kate Coutts, Mr Mark Duncan, Ms Renée Corlett
Via Zoom: Ms Kris Pervan

APOLOGIES: Mr Richard Mansell, Cr Liz Koh, Mr Sam Nicolle, Mr Cam Butler (lateness)

LEAVE OF ABSENCE: There were none.

1 WELCOME

The Chair, David Shand welcomed everyone to the meeting.

2 COUNCIL BLESSING

The Chair read Karakia a te Kaunihera.

3 APOLOGIES

The Chair, David Shand noted that Waikanae Community Board Chair, Richard Mansell would be absent, Ōtaki Community Board Chair, Cam Butler may be late to join due to Council business and Cr Liz Koh was out of the district though would endeavour to join the meeting remotely. The Chair further noted that Sam Nicole, Ernst and Young would be absent.

COMMITTEE RESOLUTION RAC2024/1

Moved: Cr Jocelyn Prvanov
Secunder: Lawrence Kirby

That apologies from Richard Mansell, Cam Butler, Liz Koh and Sam Nicolle be received and accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

THERE WERE NO DECLARATIONS OF INTEREST MADE.

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no members of the public present who wished to speak.

Cr Liz Koh joined the meeting via Zoom at 9.33am.

6 MEMBERS' BUSINESS

(a) Updates by the Chair

The Chair, David Shand spoke to a tabled document which proposed additional delegations for the Risk and Assurance Committee and noted that the proposal had been discussed with Chief Executive Darren Edwards and Mayor Janet Holborow.

Members discussed the matter and Mark de Haast, Group Manager Corporate Services answered members' questions.

The Chair noted a consensus among members to support the proposal and Mr de Haast confirmed that a report would be brought to Council to extend the Committee's delegations as agreed. At its next meeting to be held on the 29 February 2024.

Cam Butler joined the meeting at 9.37am.

MOTION

COMMITTEE RESOLUTION RAC2024/2

Moved: Cr Jocelyn Prvanov

Seconder: Deputy Mayor Lawrence Kirby

That the Risk and Assurance Committee:

- A. note the update from the Chair, and
- B. agrees, in principal, with the proposal, and
- C. agrees it will be forwarded to Council for full development and consideration.

CARRIED

TABLED DOCUMENTS

The following documents were tabled.

Updates by the Chair, David Shand 15 February 2024

Appendices

1 Updates by the Chair, David Shand 15 February 2024

(b) Leave of Absence

There were no requests for a leave of absence.

(c) Matters of an Urgent Nature

There were no matters of an urgent nature notified to the Chair prior to the commencement of the meeting.

7 HE KŌRERO HOU | UPDATES

7.1 EMERGENCY MANAGEMENT 101

James Jefferson, Group Manager Regulatory Services introduced Roddy Hickling, Emergency

Management Advisor and Mark Duncan, Wellington Civil Defence and Emergency Management (CDEM) Group Controller.

James Jefferson, Mark Duncan and Roddy Hickling spoke to the presentation to provide an update on emergency management and together with Renée Corlett, Advisor – Community Resilience and Recovery WREMO (Wellington Region Emergency Management Office) answered members' questions.

Cr Glen Cooper left the meeting at 10.43am and returned to the meeting at 10.45am.

TABLED DOCUMENTS

The following documents were tabled.

Emergency Management 101 Presentation 15 February 2024

Appendices

1 Emergency Management 101 Presentation - 15 February 2024

The meeting adjourned at 10.57am and resumed at 11.12am.

8 PŪRONGO | REPORTS

8.1 HEALTH AND SAFETY QUARTERLY REPORT : 1 OCTOBER 2023 - 31 DECEMBER 2023

The Chair, David Shand introduced Dianne Andrew, Organisational Development Manager, noted it was Ms Andrew's final meeting and acknowledged her contribution.

Dianne Andrew took the report as read, noting that one trespass notice detailed in the report had yet to be served as the individual was no longer residing in the district. Ms Andrew advised that police were managing the matter and answered members' questions.

COMMITTEE RESOLUTION RAC2024/3

Moved: Cr Jocelyn Prvanov

Seconder: Mr David Cochrane

- A. That the Risk and Assurance Committee notes the Health and Safety Quarterly Report for the period 1 October 2023 – 31 December 2023 attached as Appendix One to this Report.

CARRIED

8.2 TOP 10 ORGANISATIONAL RISK REPORT

Nienke Itjeshorst, Lead Risk and Assurance Advisor introduced the report and highlighted that emergency management had been added to the Top 10 Organisational Risks.

Members discussed the item and Mark de Haast, Group Manager Corporate Services and Ms Itjeshorst answered members' questions.

COMMITTEE RESOLUTION RAC2024/4

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

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

CARRIED

8.3 QUARTERLY TREASURY COMPLIANCE

Mark de Haast, Group Manager Corporate Services took the report as read and noted that Council officers were reviewing the current treasury management policy together with treasury advisors, Bancorp. Mr de Haast confirmed that any changes to the policy would need to be adopted by Council.

COMMITTEE RESOLUTION RAC2024/5

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

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

CARRIED

8.4 PROGRESS UPDATE REGARDING AUDIT CONTROL FINDINGS 2022/23

Sharon Foss, Business Improvement Manager introduced the item and provided a brief overview of the report.

COMMITTEE RESOLUTION RAC2024/6

Moved: Oriwia Raureti

Seconder: Mr David Shand

That the Risk and Assurance Committee:

- A. notes the progress update regarding Ernst & Young's Report on Control Findings for the year ended 30 June 2023, attached as Appendix 1 to this report, and
- B. that Ernst & Young will re-assess these as part of their audit for the year ended 30 June 2024.

CARRIED

8.5 INTERNAL AUDIT WORK PROGRAMME - PROGRESS UPDATE

Sharon Foss, Business Improvement Manager introduced the item and provided a brief summary of the report.

COMMITTEE RESOLUTION RAC2024/7

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

- A. That the Risk and Assurance Committee receives and notes the Internal Audit progress update on the work programme for 2023/24.

CARRIED

8.6 INTERNAL AUDIT 2023 OUTCOMES REPORT

Sharon Foss, Business Improvement Manager introduced the item and clarified the table titled 'Summary Overview - Internal Audit of the Procurement Framework Policy' in the report.

Ms Foss answered members' questions.

COMMITTEE RESOLUTION RAC2024/8

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

- A. That the Risk and Assurance Committee receives and notes the Internal Audit 2023 Outcomes Report.

CARRIED

8.7 INTERNAL AUDIT WORK PROGRAMME 2024

Sharon Foss, Business Improvement Manager provided a brief overview of the report noting a minor correction to the table in Appendix 1.

Chief Executive Darren Edwards answered members' questions and Mayor Janet Holborow proposed Council officers provide information on the regulatory improvement programme at a later date.

COMMITTEE RESOLUTION RAC2024/9

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

- A. That the Risk and Assurance Committee approves the 2024 Internal Audit Work Programme through to 30 June 2024 as set out in Appendix 1 to this report.

CARRIED

8.8 LEGISLATIVE COMPLIANCE 1 OCTOBER TO 31 DECEMBER 2023

Sarah Wattie, Governance and Legal Services Manager took the report as read and answered members' questions.

COMMITTEE RESOLUTION RAC2024/10

Moved: Mr David Cochrane

Seconder: Deputy Mayor Lawrence Kirby

That the Risk and Assurance Committee:

- A. notes legislative non-compliance for the second quarter of the financial year from 1 October 2023 to 31 December 2023.
- B. notes that two legislative non-compliance matters have been transferred to the Litigation and External Investigations Public Excluded meeting for discussion.

CARRIED

8.9 FORWARD WORK PROGRAMME 2024 FOR RISK AND ASSURANCE COMMITTEE

The Chair, David Shand provided an overview of the forward work programme.

COMMITTEE RESOLUTION RAC2024/11

Moved: Cr Glen Cooper

Secunder: Mr David Cochrane

- A. That the Risk and Assurance Committee approves its Forward Work Programme for the 2024 calendar year as set out in Appendix 1 to this report.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION RAC2024/12

Moved: Mr David Shand

Secunder: Deputy Mayor Lawrence Kirby

That the minutes of the Risk and Assurance Committee meeting of 9 November 2023 be accepted as a true and correct record.

CARRIED

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

11 PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION RAC2024/13

Moved: Ms Oriwia Raureti

Secunder: Mr David Shand

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
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)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or</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>which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
<p>11.1 - Litigation and External Investigations Report</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)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</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>
<p>CARRIED</p>		

The Te Komiti Whakamauru Tūrarū | Risk and Assurance Committee meeting went into public excluded session at 12.20pm.

COMMITTEE RESOLUTION RAC2024/16

Moved: Deputy Mayor Lawrence Kirby
 Seconder: Cr Glen Cooper

That the Te Komiti Whakamauru Tūrarū | Risk and Assurance Committee moves out of a public

excluded meeting.

CARRIED

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee came out of public excluded session at 12.34pm.

The following resolution was passed during the public excluded session to release the report (excluding attachment 1) and the resolutions from public excluded business.

11.1 LITIGATION AND EXTERNAL INVESTIGATIONS REPORT

COMMITTEE RESOLUTION RAC2024/14

Moved: Mr David Cochrane

Seconder: Cr Jocelyn Prvanov

That the Risk and Assurance Committee:

- A. note the status of litigation and external investigations for quarter 2 of the 2023-24 financial year.
- B. agree that this report and Attachment 2 and Attachment 3 be released from public excluded business; and agree that Attachment 1 of this report be excluded from public release to protect the privacy of natural persons, the obligation of confidence and legal professional privilege (Section 7(2)(a), Section 7(2)(c)(i) and Section 7(2)(g) of the Local Government Official Information and Meetings Act 1987).
- C. agree that the resolutions be released from public excluded business.

CARRIED

Appendices

- 1 Litigation and External Investigations Report 15 February 2024 (For Public Release)

12 CLOSING KARAKIA

Oriwia Raureti provided a closing karakia.

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting closed at 12.35pm.