

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 15 OCTOBER 2024 AT 9.31AM**

**PRESENT:** Mr David Shand (Chair), Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Glen Cooper, Mr David Cochrane

**IN ATTENDANCE:** Mr Bernie Randall, Mr Richard Mansell, Mr Cam Butler, Mr Bede Laracy, Cr Martin Halliday, Cr Sophie Handford, Mr Mark de Haast, Mr Darren Edwards, Ms Hara Adams, Ms Kris Pervan, Mr Brendan Owens, Ms Kate Coutts, Ms Anna Smith, Ms Jessica Mackman, Ms Sharon Foss, Ms Sheryl Gavin (via Zoom), Mr Ian Georgeson, Mr Michael Parrish, Mr Sam Nicolle (External - EY)

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

The Chair read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies for the meeting.

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were no declarations of interest relating to items on the agenda.

**5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE  
RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE  
AGENDA**

There were no public speakers at the meeting.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS**

There were no deputations scheduled on the agenda.

**7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) There were no updates provided by the Chair.
- (b) There were no requests for a Leave of Absence.
- (c) There were no Matters of an Urgent Nature raised.

**8 HE KŌRERO HOU | UPDATES**

There were no updates scheduled on the agenda.

## 9 PŪRONGO | REPORTS

### 9.1 DRAFT ANNUAL REPORT 2023/24

Mark de Haast, Group Manager Corporate Services introduced the report, and alongside Darren Edwards, Chief Executive, answered members' questions.

The Chair brought Item 9.2 *Audit Close Report for the Year Ended 30 June 2024* forward in the meeting.

### 9.2 AUDIT CLOSE REPORT FOR THE YEAR ENDED 30 JUNE 2024

Sam Nicolle, Partner at EY, spoke to the report and answered members' questions.

#### COMMITTEE RESOLUTION RAC2024/45

Moved: Deputy Mayor Lawrence Kirby  
Seconder: Mayor Janet Holborow

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

**CARRIED**

Cr Jocelyn Prvanov left the meeting at 10.01am and returned to the meeting at 10.03am.

The Chair brought Item 9.3 *EY Control Findings for Year Ended 30 June 2024* forward in the meeting.

### 9.3 EY CONTROL FINDINGS FOR YEAR ENDED 30 JUNE 2024

Sam Nicolle, Partner at EY, and Mark de Haast, Group Manager Corporate Services spoke to the report and answered members' questions.

#### COMMITTEE RESOLUTION RAC2024/46

Moved: Mr David Shand  
Seconder: Deputy Mayor Lawrence Kirby

That the Risk and Assurance Committee:

- A. **Receives** this report, including Ernst & Young's Report on Control Findings for the year ended 30 June 2024, attached as Appendix 1 to this report, and
- B. **Notes** that:
  - B.1 regular progress updates against the Control Findings will be provided; and
  - B.2 Ernst & Young will re-assess these Control Findings when they complete their audit for the financial year ended 30 June 2025.

**CARRIED**

The Chair moved Item 9.1 *Draft Annual Report 2023/24* from an earlier part of the meeting.

### 9.1 DRAFT ANNUAL REPORT 2023/24

Ian Georgeson, Acting Chief Financial Officer spoke to the report and matters raised regarding Item 9.1 earlier in the meeting, and alongside Darren Edwards, Chief Executive, Mark de Haast, Group Manager Corporate Services, and Hara Adams, Group Manager Iwi Partnerships answered members' questions.

Mayor Janet Holborow left the meeting at 10.20am and returned to the meeting at 10.22am.

Cr Glen Cooper left the meeting at 10.55am and returned to the meeting at 10.56am.

The meeting adjourned at 11.06am and reconvened at 11.18am.

Cr Jocelyn Prvanov moved further recommendations *D*, *E*, and *F* to the Council Officer recommendations within Item 9.1 Draft Annual Report 2023/24.

### MOTION

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

The Risk and Assurance Committee:

- D. **Recommends** that all Elected Members' attendances at their respective Committees are recorded in the Annual Report 2023/24.
- E. **Recommends** that all Appointed Members' attendances at their respective Committees are recorded in the Annual Report 2023/24.
- F. **Recommends** that the Governance Funding for Mana Whenua and the Non-Elected Members Fees Framework funding is detailed in the Annual Report 2023/24.

Mayor Janet Holborow moved an amendment to recommendations *D*, *E* and *F* moved by Cr Jocelyn Prvanov and seconded by Cr Glen Cooper. The recommendations were debated, and put:

### AMENDMENT

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

The Risk and Assurance Committee:

- D. **Recommends** that all Councillors' attendances at their respective Committees are recorded in the Annual Report 2023/24.

For: Mr David Shand, Mr David Cochrane, Mayor Janet Holborow and Deputy Mayor Lawrence Kirby

Against: Crs Glen Cooper, Liz Koh, and Jocelyn Prvanov

**CARRIED 4/3**

The amendment became the new substantive motion, which was then put:

### COMMITTEE RESOLUTION RAC2024/47

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

The Risk and Assurance Committee:

- D. **Recommends** that all Councillors' attendances at their respective Committees are recorded in the Annual Report 2023/24.

For: Mr David Shand, Mr David Cochrane, Mayor Janet Holborow and Deputy Mayor Lawrence Kirby

Against: Crs Liz Koh, Jocelyn Prvanov and Glen Cooper

**CARRIED 4/3**

The amendment to recommendation *E* was put:

**AMENDMENT**

Moved: Mayor Janet Holborow  
Seconder: Deputy Mayor Lawrence Kirby

The Risk and Assurance Committee:

- E. **Recommends** that all Appointed Members' attendances at their respective Committees are recorded in the Annual Report 2024/25.

For: Mayor Janet Holborow and Deputy Mayor Lawrence Kirby

Against: Mr David Cochrane, Crs Glen Cooper, Liz Koh, and Jocelyn Prvanov

**LOST 2/4**

The Chair, David Shand abstained from voting.

The amendment to recommendation *E* was lost, therefore the original motion moved by Cr Jocelyn Prvanov and seconded by Cr Glen Cooper was put:

**COMMITTEE RESOLUTION RAC2024/48**

Moved: Cr Jocelyn Prvanov  
Seconder: Cr Glen Cooper

The Risk and Assurance Committee:

- E. **Recommends** that all Appointed Members attendances at their respective Committees are recorded in the Annual Report 2023/24.

For: Mr David Cochrane and Crs Liz Koh, Jocelyn Prvanov, and Glen Cooper

Against: Mayor Janet Holborow

Abstained: Mr David Shand and Deputy Mayor Lawrence Kirby

**CARRIED 4/1**

The amendment to recommendation *F* was put:

**AMENDMENT**

Moved: Mayor Janet Holborow  
Seconder: Deputy Mayor Lawrence Kirby

The Risk and Assurance Committee:

- F. **Recommends** that the Governance Funding for Mana Whenua and the Non-Elected Members Fees Framework funding is detailed in the Annual Report 2024/25.

For: Mr David Shand, Mr David Cochrane, Mayor Janet Holborow and Deputy Mayor Lawrence Kirby

Against: Crs Glen Cooper, Liz Koh, and Jocelyn Prvanov

**CARRIED 4/3**

The amendment became the new substantive motion, which was then put:

**COMMITTEE RESOLUTION RAC2024/49**

Moved: Cr Jocelyn Prvanov

Seconder: Cr Glen Cooper

That the Risk and Assurance Committee:

- F. **Recommends** that the Governance Funding for Mana Whenua and the Non-Elected Members Fees Framework funding is detailed in the Annual Report 2024/25.

For: Mr David Cochrane, Deputy Mayor Lawrence Kirby, Crs Liz Koh, Jocelyn Prvanov and Glen Cooper

Against: Mayor Janet Holborow

Abstained: Mr David Shand

**CARRIED 5/1**

Officer recommendations within Item 9.1 *Draft Annual Report 2023/24* were put:

**COMMITTEE RESOLUTION RAC2024/50**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

The Risk and Assurance Committee:

- A. **Notes and receives** this report, including Appendix 1 and 2 to this report.
- B. **Recommends** the draft Annual Report 2023/24 and the draft Summary Annual Report 2023/24 be provided for consideration and adoption by Council on 31 October 2024.
- C. **Delegates** authority to the Chief Executive and Chair of the Risk and Assurance Committee to make minor editorial changes to the draft Annual Report 2023/24 and its summary prior to being submitted to Council for adoption.

**CARRIED**

The Chair moved Item 9.2 *Audit Close Report for the Year Ended 30 June 2024* and Item 9.3 *EY Control Findings for Year Ended 30 June 2024* forward in the meeting.

## 10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION RAC2024/51**

Moved: Mr David Shand

Seconder: Cr Liz Koh

That the minutes of the Risk and Assurance Committee meeting of 15 August 2024 be accepted as a true and correct record, with an amendment to the minutes section of Item 9.8 *Forward Work Programme 2024/25*.

**CARRIED**

**11 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**COMMITTEE RESOLUTION RAC2024/52**

Moved: Mayor Janet Holborow  
 Seconder: Mr David Cochrane

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<p><b>11.1 - 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)(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>

**CARRIED**

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting went into public excluded session at 12.05pm.

**MOVE OUT OF PUBLIC EXCLUDE BUSINESS**

**COMMITTEE RESOLUTION RAC2024/54**

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

That the meeting moves out of public exclude business.

**CARRIED**

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting came out of the public excluded session at 12.07pm.

**12 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

The Chair closed the meeting with karakia.

**The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting closed at 12.07pm.**

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**HEAMANA | CHAIRPERSON**