

**MINUTES OF KĀPITI COAST DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 21 SEPTEMBER 2023 AT 9:30AM**

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

IN ATTENDANCE: Mr Cam Butler, Mr Bernie Randall, Cr Rob Kofoed, Mr Mark de Haast, Ms Kris Pervan, Ms Steffi Haefeli, Ms Jessica Mackman, Ms Anna Smith, Ms Sharon Foss, Ms Nienke Itjeshorst, Mr Sam Nicolle, Mr Michael Parrish, Ms Laura Willoughby, Ms Jing Zhou

Via Zoom: Ms Sheryl Gavin, Mr Josh Ryan

APOLOGIES: Mr Bede Laracy, Mr Richard Mansell

LEAVE OF ABSENCE: There were none.

1 WELCOME

The Chair, David Shand, welcomed everyone to the meeting.

2 COUNCIL BLESSING

The Chair read the Council blessing and karakia a te Kaunihera.

3 APOLOGIES

The Chair, David Shand, advised that apologies had been received from Community Board Members Bede Laracy and Richard Mansell.

APOLOGY

COMMITTEE RESOLUTION RAC2023/29

Moved: Cr Jocelyn Prvanov

Seconder: Cr Liz Koh

That the apologies received from Bede Laracy and Richard Mansell be 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 that wished to speak.

6 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses
There were no public speakers.
- (b) Leave of Absence
There were no requests for a leave of absence.
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
There were no matters of an urgent nature notified to the Chair.

7 HE KŌRERO HOU | UPDATES

There were no updates scheduled on the agenda.

8 PŪRONGO | REPORTS**8.1 CLOSING REPORT FROM AUDIT FOR THE YEAR ENDED 30 JUNE 2023**

Sam Nicolle, Ernst and Young introduced the item and provided an overview of the report.

Mark de Haast, Group Manager Corporate Services and Mr Nicolle answered members' questions.

COMMITTEE RESOLUTION RAC2023/30

Moved: Mr David Shand

Seconder: Cr Liz Koh

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

CARRIED

8.2 ANNUAL REPORT 2022/23

Mark de Haast, Group Manager Corporate Services, introduced the item and acknowledged those involved in preparing the draft annual report. Mr de Haast provided a brief overview of the draft report and members discussed the report in detail.

Mr de Haast, Josh Ryan, Research First and Kris Pervan, Group Manager Strategy & Growth answered members' questions.

Cr Glen Cooper left the meeting at 10:42 am and returned at 10.43am.

The meeting adjourned at 11.06am and reconvened at 11.17am.

Community Board Member Bernie Randall left the meeting at 11.57am returned at 11.59am.

COMMITTEE RESOLUTION RAC2023/31

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Jocelyn Prvanov

It is recommended that 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 2022/23 and the Summary Annual Report 2022/23 be provided for consideration and adoption by the Council on 26 October 2023.
- 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 2022/23 and its summary prior to being submitted to the Council for adoption.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION RAC2023/32

Moved: Mayor Janet Holborow

Seconder: Cr Liz Koh T

That the minutes of the Risk and Assurance Committee meeting of 3 August 2023 be accepted as a true and correct record.

CARRIED

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

COMMITTEE RESOLUTION RAC2023/33

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

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	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	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>source, and it is in the public interest that such information should continue to be supplied</p> <p>Section 7(2)(c)(ii) - 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 otherwise to damage the public interest</p> <p>Section 7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</p> <p>Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	
CARRIED		

The Te Komiti Whakamauru Tūrarū | Risk and Assurance Committee went into public excluded session at 12.02pm.

MOVE OUT OF PUBLIC EXCLUDE BUSINESS

COMMITTEE RESOLUTION RAC2023/35

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

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

CARRIED

The Te Komiti Whakamauru Tūrarū | Risk and Assurance Committee came out of public excluded session at 12.04pm

The Chair, David Shand invited Oriwia Raureti to close the meeting with karakia.

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting closed at 12.06pm.

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HEAMANA | CHAIRPERSON