

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 11 MARCH 2025 AT 9.29AM**

PRESENT: Mr David Shand, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Liz Koh, Mr David Cochrane
Via Zoom: Cr Jocelyn Prvanov

IN ATTENDANCE: Mr Mark de Haast, Mr Darren Edwards, Mr Brendan Owens, Mr Sean Mallon, Mr Ian Georgeson, Ms Rach Wells, Ms Kris Pervan, Cr Martin Halliday, Mr Bernie Randall, Mr Richard Mansell, Mr Cam Butler, Ms Anna Smith, Ms Kate Coutts, Ms Maria Cameron

WHAKAPĀHA | Nil
APOLOGIES:

LEAVE OF Cr Glen Cooper
ABSENCE:

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

APOLOGY

COMMITTEE RESOLUTION RAC2025/1

Moved: Cr Liz Koh

Seconder: Mayor Janet Holborow

That the apology received from Cr Glen Cooper be accepted.

CARRIED

**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 present.

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 notified to the Chair prior to the commencement of the meeting.

8 HE KŌRERO HOU | UPDATES

8.1 EMERGENCY MANAGEMENT UPDATE

Roddy Hickling, Manager Emergency Management and Mark Duncan, Wellington Civil Defence Emergency Group introduced the item and answered questions from members.

The recommendation for Item 8.1 *Emergency Management Update* was resolved by the Committee at a later part of the meeting.

The meeting adjourned at 10.12am and reconvened at 10.19am.

9 PŪRONGO | REPORTS

9.1 ERNST & YOUNG AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2025

Sam Nicolle, Ernst and Young, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/2

Moved: Mr David Cochrane

Seconder: Cr Liz Koh

- A. That the Risk and Assurance Committee receives and notes the Ernst & Young Audit Plan for the year ending 30 June 2025 attached as Appendix 1 to this report.

CARRIED

The recommendation for Item 8.1 *Emergency Management Update* was moved from an earlier part of the meeting.

The Committee resolved the recommendation for Item 8.1 *Emergency Management Update*:

COMMITTEE RESOLUTION RAC2025/3

Moved: Mr David Shand

Seconder: Mr David Cochrane

- A. That the Risk and Assurance Committee notes this update.

CARRIED

9.2 ERNST & YOUNG CONTROL FINDINGS - PROGRESS UPDATE

Mark de Haast, Group Manager Corporate Services, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/4

Moved: Cr Liz Koh

Seconder: Deputy Mayor Lawrence Kirby

- A. That the Risk and Assurance Committee receives this report and notes the work programme to address the Ernst & Young control findings for the Annual Report 2023-24 and the corporate planning process for the 2024-34 Long Term Plan.

CARRIED

9.3 FY2024-25 QUARTER 2, - WORKPLACE HEALTH, SAFETY AND WELLBEING

Kelly Newbold, Manager Health Safety and Wellbeing and Rach Wells, Group Manager People and Capability introduced the report, took it as read and together answered questions from members.

COMMITTEE RESOLUTION RAC2025/5

Moved: Cr Liz Koh

Seconder: Deputy Mayor Lawrence Kirby

- A. That the Risk and Assurance Committee notes the Health and Safety Quarterly Insights Report for the period 1 October to 31 December 2024, attached as Appendix One to this Report.

CARRIED

9.4 TOP 10 ORGANISATIONAL RISK REPORT

Mark de Haast, Group Manager Corporate Services, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/6

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

9.5 INTERNAL AUDIT WORK PROGRAMME UPDATE

Mark de Haast, Group Manager Corporate Services, introduced the report, took it as read and answered questions from members.

Committee member David Cochrane requested the minutes record that he does not agree with the risk assessment at paragraph 13 of Item 9.5, page 95 of the agenda.

COMMITTEE RESOLUTION RAC2025/7

Moved: Cr Liz Koh

Seconder: Mr David Cochrane

- A. That the Risk and Assurance Committee receives and notes the progress update on the 2024 Internal Audit work programme.

CARRIED

COMMITTEE RESOLUTION RAC2025/8

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

- B. That the Risk and Assurance Committee receives and approves the 2025 internal audit work programme until the end of the triennium.
- C. That the Risk and Assurance Committee notes serious issues raised and requests management provides a work programme timeframe to address the issues highlighted by Internal Audit in this report.

CARRIED

9.6 LEGISLATIVE COMPLIANCE 1 OCTOBER TO 31 DECEMBER 2024

Sarah Wattie, General Counsel, introduced the report and took it as read.

COMMITTEE RESOLUTION RAC2025/9

Moved: Deputy Mayor Lawrence Kirby

Seconder: Mayor Janet Holborow

- A. That the Risk and Assurance Committee notes legislative non-compliance for the second quarter of the financial year from 1 October 2024 to 31 December 2024 as outlined in Attachment 1 to this report.

CARRIED

9.7 QUARTERLY TREASURY COMPLIANCE

Ian Georgeson, Chief Financial Officer, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/10

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

- A. That the Risk and Assurance Committee:
- B. Receives and notes the "Treasury Dashboard Report" for the December 2024 Quarter, attached as Appendix 1.
- C. Notes the Council complied with all requirements of the Treasury Management Policy for the quarter ended 31 December 2024.

CARRIED

9.8 FORWARD WORK PROGRAMME TO SEPTEMBER 2025

Mark de Haast, Group Manager Corporate Services, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/11

Moved: Mr David Shand

Seconder: Deputy Mayor Lawrence Kirby

- A. That the Risk and Assurance Committee approves its Forward Work Programme to September 2025 as set out in Appendix 1 to this report.

CARRIED

10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**10.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION RAC2025/12**

Moved: Mr David Cochrane

Seconder: Mr David Shand

- A. That the minutes of the Risk and Assurance Committee meeting of 21 November 2024 be accepted as a true and correct record.

CARRIED

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

12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION RAC2025/13

Moved: Mr David Cochrane

Seconder: Cr Liz Koh

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
11.1 - 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)(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>	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
12.1 - Litigation and External Investigations Report	<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</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>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>	
CARRIED		

The Te Komiti Whakamauru Tūraru | Risk and Assurance Committee meeting went into public excluded session at 12.09pm

COMMITTEE RESOLUTION RAC2025/16

Moved: Mr David Shand

Seconder: 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 came out of public excluded session at 12.34pm

12.1 LITIGATION AND EXTERNAL INVESTIGATIONS REPORT

Sarah Wattie, General Counsel, introduced the report, took it as read and answered questions from members.

COMMITTEE RESOLUTION RAC2025/15

Moved: Mr David Shand

Seconder: Cr Liz Koh

That the Risk and Assurance Committee:

- A. Note the status of litigation and external investigations at 14 February 2025.
- B. Agree that Attachment 1 and Attachment 2 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 only this report and Attachment 3 of this report be released from public excluded business.
- D. Agree that the resolutions be released from public excluded business.

CARRIED

Appendices

- 1 Litigation and External Investigations Report for public release

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

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HEAMANA | CHAIRPERSON