

**MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Tuesday 6 June 2023 commencing at 3.30pm****PRESENT:**

Mr Rob Caldwell (Chair)

Mayor Tania Gibson (Deputy Chair), Councillor Robert Mallinson, Councillor Rex MacDonald, Councillor Jack O'Connor (arrived 3.33pm)

**IN ATTENDANCE:**

Paul Morris (Chief Executive), David Codyre (Acting Group Manager Support), Tracy Fitzgerald (Finance Manager), Megan Bourke (Communications Officer), Trish Jellyman (Democracy Advisor), Sarah Hawkins (People &amp; Capability Advisor) arrived 3.44pm

**1 APOLOGIES AND DECLARATIONS OF INTEREST****1.1 APOLOGIES**

There were no apologies.

**1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

**1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

**1.4 NOTIFICATION OF LATE ITEMS**

There were no late items.

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****2.1 CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 11 APRIL 2023****COMMITTEE RESOLUTION RA 23/06/001****Moved: Cr Robert Mallinson****Seconded: Cr Rex MacDonald**

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 11 April 2023 be confirmed as true and correct.

**Carried Unanimously****3 AGENDA ITEMS****3.1 ASSESSMENT OF SERVICE PERFORMANCE REPORTING STANDARD**

Refer page 15 of the agenda.

The Finance Manager (FM) spoke to this report. She advised that performance measures are to be measured on a quarterly basis.

**COMMITTEE RESOLUTION RA 23/06/002**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Rex MacDonald**

That the Risk and Assurance Sub-Committee Meeting receive the report.

**Carried Unanimously**

### 3.2 AUDIT RECOMMENDATIONS UPDATE

Refer page 18 of the agenda.

The Acting Group Manager Support (AGMS) took the report as read and updated the meeting on progress to date. Cr MacDonald asked for an update on rates debtors. The AGMS advised that a report is awaited, work is progressing with a specialist contractor. The FM provided additional information.

The AGMS advised a paper on procurement will be brought to the next meeting.

**COMMITTEE RESOLUTION RA 23/06/003**

**Moved: Mayor Tania Gibson**

**Seconded: Mr Rob Caldwell**

That the Risk and Assurance Sub-Committee Meeting receive the report.

**Carried Unanimously**

### 3.3 PROCESS FOR RATES ARREARS

Refer page 25 of the agenda.

The FM spoke to this report. She advised that the new process was started at the end of last year, and this has resulted in a reduction in rates debtors to date. She advised that the debt collection agency has been asked to be able to collect from the mortgagor if there is a mortgage in place. It was confirmed that this is a manual system.

The FM answered questions relating to automated debt systems. Cr MacDonald expressed concern with having a manual system in place and stated he would like to know if there is an automated system that can extract this information. The AGMS responded that there are not many councils in New Zealand that can run this type of system.

Cr Mallinson stated that the human element is important in order to be able to allow for sensible judgement and decisions on individual cases. All present were in agreement.

**COMMITTEE RESOLUTION RA 23/06/004**

**Moved: Cr Robert Mallinson**

**Seconded: Mayor Tania Gibson**

That the Risk and Assurance Sub-Committee Meeting receive the report.

**Carried Unanimously**

### 3.4 ANNUAL REPORT 2023

Refer page 28 of the agenda.

The AGMS took the report as read and advised that this year there has been amendment in the Act and has reverted back to 31<sup>st</sup> of October when the audited Annual Report must be adopted. He advised that a project plan and risk register is in place for the Annual Report. The Chairman stated that it is a very good approach. Her Worship agreed and stated it is pleasing to see that the Annual Report process is on track. The AGMS confirmed that the contractor for the project management of the LTP has over 20 years' experience in local government.

#### COMMITTEE RESOLUTION RA 23/06/005

**Moved:** Mayor Tania Gibson

**Seconded:** Cr Jack O'Connor

That the Risk and Assurance Sub-Committee Meeting receives the report.

**Carried Unanimously**

### 3.5 ASSESSMENT OF TRANSITION TO PBE IPSAS 41 FINANCIAL INSTRUMENTS

Refer page 32 of the agenda.

The Chairman asked if this changes anything with regard to disclosures in the Annual Report. The AGMS advised accounting policies will be affected and there is more work involved. He advised that he will be working closely with the Audit team, he confirmed that overall there is no material impact for Council.

#### COMMITTEE RESOLUTION RA 23/06/006

**Moved:** Cr Rex MacDonald

**Seconded:** Cr Jack O'Connor

That the Risk and Assurance Sub-Committee Meeting receive the report.

**Carried Unanimously**

### 3.6 CREDIT CARD POLICY

Refer page 37 of the agenda.

It was noted that this policy has now been updated. Cr MacDonald asked if there has been anything thought given to having an electronic system with regard to receipting. The FM advised that going forward a more modern system could be looked at. The AGMS advised the current processes in place can be improved but he advised that there are only four credit cards in use across Council. He confirmed that a letter of agreement for use of credit cards could be put in place.

#### COMMITTEE RESOLUTION RA 23/06/007

**Moved:** Cr Rex MacDonald

**Seconded:** Mayor Tania Gibson

That the Risk and Assurance Sub-Committee Meeting receive the report.

**Carried Unanimously**

## 4 IN COMMITTEE ITEMS

COMMITTEE RESOLUTION RA 23/06/008

Moved: Mayor Tania Gibson

Seconded: Cr Robert Mallinson

That the Risk and Assurance Sub-Committee Meeting resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

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>4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 11 APRIL 2023</p>	<p>s7(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>s7(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>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(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>

	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
4.2 - COUNCIL RISK REGISTER JUNE 2023 UPDATE	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(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
4.3 - HEALTH AND SAFETY AUDIT ACTION UPDATE	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(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
4.4 - HEALTH AND SAFETY REPORT	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(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
4.5 - LONG TERM PLAN 2024-2034 RISK REGISTER	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(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 s7(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	s48(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>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>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	
4.6 - INSURANCE RENEWAL	s7(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	s48(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
4.7 - ANNUAL REPORT - CONTINGENT LIABILITY	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(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
4.8 - GREYMOUTH WATER SUPPLY	<p>s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</p> <p>s7(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</p>	s48(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

	otherwise to damage the public interest	
4.9 - INSURANCE CLAIMS UPDATE MAY 2023	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(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

Carried Unanimously

**5 SUB-COMMITTEE RESUME IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 5.57 pm .

Confirmed

\_\_\_\_\_  
 R Caldwell  
 Chairperson

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Date