

Minutes of the Risk and Assurance Committee Meeting 18 September 2025

	Details of Meeting:	RISK AND ASSURANCE COMMITTEE MEETING HELD IN THE TŌTARA MEETING ROOM, WHAKATĀNE DISTRICT COUNCIL, COMMERCE STREET, WHAKATĀNE, ON THURSDAY 18 SEPTEMBER 2025, COMMENCING AT 9:00 AM.
	Present:	Deputy Mayor L Immink (Chairperson), Councillors T O'Brien and W James <i>Via Teams:</i> S Henderson (Independent), Mayor Dr V Luca, Councillor J Pullar, and P Lucioli (Independent Member)
	In Attendance:	S Perida (Chief Executive), H Patrick (Acting GM Commercial Services and Kaihautu - Strategic Māori Partnership), P Davidson (Acting GM Finance), D Bewley (GM Regulatory, Planning & Infrastructure), L Woolsey (GM Strategy and Growth), A Pickles (GM Community Experience), L Tioke (Manager Building), I McNiven (Procurement and Risk Manager), J Caverhill (Manager External Reporting), J McGeough (Manager Rates), K Ashcroft (Project Lead – Finance Team), and S Duffy (Senior Governance Support Advisor) <i>Via Teams:</i> Councillors G Dennis, E Hatch (GM People & Partnerships)
	Visitors:	
	Apologies:	

The Chairperson opened the meeting with a Karakia at 9:00 am.

1 MEETING NOTICES

Meeting participants were advised that the meeting was being live streamed, and the health and safety aspects relative to the meeting were explained.

2 APOLOGIES

Nil.

3 ACKNOWLEDGEMENTS / TRIBUTES

This acknowledgement was made prior to the confirmation of the minutes. The Committee acknowledged that this was its final meeting of the triennium. The independent Chairperson reflected on a successful term marked by active contributions from all, with individual skill sets recognised and sincere best wishes were extended for the future.

4 CONFLICTS OF INTEREST

Nil.

5 PUBLIC PARTICIPATION

No prior approval requests were made to the Chief Executive (or via the Governance team) for public participation at this meeting.

6 CONFIRMATION OF MINUTES

Refer to page 9 of the agenda.

Moved Councillor James / Seconded Councillor O'Brien

RESOLVED:

THAT the minutes of the Risk and Assurance Committee meeting held on 12 June 2025 be **confirmed** as true and correct record.

CARRIED

Attendance: Manager Building entered the meeting at 9:07 am.

The Action Items were reviewed with the following updates:

- The Cyber Security Audit results were being reviewed, and results would be reported back at a future meeting.
- The external consultant was making progress on the Airport Annual Report. It was yet to be determined if the report would go to the audit technical team. Members would be advised of the amount to be invoiced to MOT on the first Annual Report verification.
- The Council building was covered under the Certificate of Public Use, and the resolution of the air conditioning system was the outstanding point to obtaining final certification.

Attendance: Mayor Luca experienced connectivity issues and had intermittent attendance between 9:16 am and 9:22 am.

7 REPORTS

7.1 Risk and Assurance Update Report – September 2025

Refer to pages 11-101 of the agenda.

It was reiterated that the sensitive expenditure policy would be presented in the new triennium, and the risk categories, framework, and appetite would be reviewed with the new committee.

Local Government Finance Authority (LGFA) was a standby facility for short-terms loans 30-180 days and termination being notice (Council was required to give 3 months-notice and LGFA 15 months).

For ease of clarification the following requests were made:

- the treasury management summary to refer to the 'drawn net debt'.
- the inclusion of composition of fixed rate portfolio, floating rate debt portfolio and the weighted average of the total.

Moved Councillor James / Seconded Member Henderson

RESOLVED:

THAT the Risk and Assurance Committee **receives** the Risk and Assurance Update September 2025 Report.

CARRIED

7.2 Internal and External Audit Recommendations Update

Refer pages 102-113 of agenda.

Staff were complimented on the report layout and content.

It was suggested the recommendation tables be colour coded, to align with the risk status.

Moved Chairperson Immink/ Seconded Member O'Brien

RESOLVED:

1. THAT the Risk and Assurance Committee **receive** the Internal Audit Recommendations Update report; and
2. THAT the Risk and Assurance Committee **approve** the "completed" actions outlined in this report; and
3. THAT the Risk and Assurance Committee **note** the progress towards addressing the audit recommendations; and
4. THAT the Risk and Assurance Committee **note** the actions that are "on hold" and the reasoning behind that status.

CARRIED

8 Resolution to Exclude the Public

Refer pages 114-115 of agenda.

Moved Councillor O'Brien / Seconded Councillor James

RESOLVED:

THAT THAT the Risk and Assurance Committee **agree** to exclude the public from the following part(s) of the proceedings of this meeting, namely:

1. Public Excluded minutes of the Risk and Assurance Committee meeting 12 June 2025
2. Chief Executive Update – September 2025
3. Legal Proceedings Update Report – September 2025

This resolution is made in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be).

Item number and General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for excluding the public	Plain English reason for passing this resolution

Item 1: Public Excluded minutes Risk and Assurance Committee meeting 12 June 2025	s7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons s7(2)(g) Maintain legal professional privilege s7(2)(i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a) 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	As per the explanations given in the public agenda for the 20 May 2025 Chief Executive Support and Performance Committee meeting.
Item 2: Chief Executive Update – September 2025	S7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a) 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	It is necessary to exclude the public to protect privacy of persons named, and the report contains details about projects where there is commercial sensitivity and legal information included.
Item 3: Legal Proceedings Update Report – September 2025	S7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons s7(2)(g) Maintain legal professional privilege	s48(1)(a) 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	It is necessary to exclude the public to protect individuals referred to within the report. This report contains legal advice that should remain confidential between the Council and its legal advisors.

The meeting moved to public excluded at 9:35 am.
The meeting returned to the public session of the meeting at 10:35 am.

Independent members were thanked for their skill sets, value, and contribution to the Committee. Members each spoke their thanks, and the Independent Chairperson thanked all members, Management, staff, and appreciated the guidance and support from the Governance Advisor.

The Chairperson then restated the following resolutions made within the Public Excluded section of the meeting:

Chief Executive Update Report

1. THAT the Risk and Assurance Committee **receive** the Chief Executive Update report; and,
2. THAT the Risk and Assurance Committee **confirms** that the report be released to the public on the Chief Executive's approval.

Legal Proceedings Update Report

1. THAT the Risk and Assurance Committee **receive** the Legal Proceedings Update report; and
2. THAT the Risk and Assurance Committee **confirm** the report is to remain in Public Excluded

CHAIRPERSON IMMINK GAVE A CLOSING KARAKIA and THE MEETING CLOSED AT 10:41 AM.

Confirmed at the meeting dated:
CHAIRPERSON

[You Tube link to Risk and Assurance 18 September 2025 meeting](#)