

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE RISK & ASSURANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON TUESDAY, 9 JUNE 2020 AT 10.00AM**

**PRESENT:** Mr Anthony Byett (in the Chair), Cr Kathy Guy, Cr John Mack, Cr Anna Park, Cr Christine Rankin, Cr John Williamson, Mr Danny Loughlin

**IN ATTENDANCE:** Cr John Boddy  
Chief Executive, Head of Regulatory & Risk, Head of Finance & Strategy, Head of Operations, Head of Communications & Customer Relations, Head of Democracy, Governance & Venues, Business Improvement Manager, Manager Compliance & Legal, Risk Manager, Senior Project Manager, Democratic Services Officer

**MEDIA AND PUBLIC:** Mr Leon Pieterse, Audit New Zealand  
Ms Kataraina Macown, Audit New Zealand

## 1 APOLOGIES

### RACC202006/01 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Cr Kathy Guy

That the apology received from His Worship the Mayor, David Trewavas be accepted.

**CARRIED**

## 2 CONFLICTS OF INTEREST

Nil

## 3 CONFIRMATION OF MINUTES

### 3.1 RISK & ASSURANCE COMMITTEE MEETING - 10 MARCH 2020

The following points were noted:

- The Insurance Strategy review would be added to the schedule of policies for review.
- The Civil Defence Emergency Management Capability and Assessment report would be an item on the agenda for the next Emergency Management Committee meeting scheduled to take place in August 2020.
- The Head of Regulatory & Risk would check to ensure the Grants and Partnerships Policy review findings had been shared with distributors.

### RACC202006/02 RESOLUTION

Moved: Mr Danny Loughlin

Seconded: Cr Anna Park

That the minutes of the Risk & Assurance Committee meeting held on Tuesday 10 March 2020 be confirmed as a true and correct record.

**CARRIED**

## 4 REPORTS

### 4.1 RECEIPT OF AUDIT NEW ZEALAND CORRESPONDENCE - RESPONDING TO COVID-19 AND AUDIT PROPOSAL LETTER

Mr Leon Pieterse and Ms Kataraina Macown from Audit New Zealand were in attendance. Mr Pieterse addressed the Committee and answered questions. The following points were noted:

- The impacts of Covid-19 would affect Taupō District Council, including Council's audit process. Audit New Zealand would share its impact assessment with the Council team for Council's consideration.
- Audit's focus on certain areas due to Covid-19 would take extra time and it may be necessary to increase fees. Audit staff were interested in completing parts of the audit remotely where possible.

#### RACC202006/03 RESOLUTION

Moved: Cr John Mack

Seconded: Cr Anna Park

That the Risk & Assurance Committee:

1. Receives the letter to local authorities from Controller and Auditor-General, Mr John Ryan (dated 23 April 2020).
2. Receives the Audit Proposal Letter for the 2020, 2021 and 2022 financial years (dated 4 May 2020).
3. Thanks Mr Leon Pieterse and Ms Kataraina Macown, Audit New Zealand, for their presentation.

**CARRIED**

### 4.2 PROJECT QUANTUM STATUS REPORT

The Senior Project Manager summarised the report and added that the steering group was considering the potential impacts of project timeline delays before engaging with the Senior Leadership Team.

In answer to questions, the Senior Project Manager advised that:

- HR Payroll functions worked well during the Covid-19 lockdown period.
- Other modules were currently due to go live in March 2021. Whether or not the streams could be split, and if they could, whether this would be the best business decision, was still under consideration.
- Work on the project had continued in spite of Covid-19. Delays would extend the timeframe which would in turn increase costs, including staff time.

In conclusion, the Chief Executive confirmed that all issues were able to be managed.

#### RACC202006/04 RESOLUTION

Moved: Cr Christine Rankin

Seconded: Cr Kathy Guy

That the Risk & Assurance Committee receives the report.

**CARRIED**

### 4.3 6 MONTHLY REVIEW OF SENSITIVE EXPENDITURE

The Risk Manager presented the report on sensitive expenditure for the period 1 July 2019 to 31 December 2019. He answered questions of clarification and noted that the Sensitive Expenditure Policy was due for review later in 2020.

**RACC202006/05 RESOLUTION**

Moved: Mr Danny Loughlin  
Seconded: Cr John Williamson

That the Risk & Assurance Committee receives the information in the Sensitive Expenditure Report for the period 01 July 2019 to 31 December 2019.

**CARRIED**

**4.4 ADOPTION OF BUSINESS CONTINUITY POLICY AND FRAMEWORK**

The Risk Manager summarised the report.

In answer to a question, the Head of Risk & Regulatory advised that Council did have clearly defined roles and associated job descriptions in terms of civil defence emergency management, however there was always room for improvement.

The Risk Manager continued answering questions, with additional points noted as follows:

- Council's response to the Covid-19 pandemic would be reviewed and learnings taken from it.
- The new approach to business continuity would be more holistic across the organisation. In the past, the business continuity focus had been on the critical functions of water, wastewater and ICT, in addition to specific plans, for example the pandemic plan.
- Following adoption of the policy and framework, the knowledge would be embedded throughout the organisation, with the Senior Leadership Team and managers reinforcing expectations. An initial assessment of critical services would be undertaken, along with business impact analyses based on identified likely events.
- Work was underway on the drafting of a template for managers to complete. The information would then be used to draft business continuity plans (BCPs) which would be provided to the Risk & Assurance Committee for consideration.
- The business continuity planning work would be completed within current budgets.
- BCPs would be reviewed via bi-annual or annual desk top exercises, to ensure currency.

**RACC202006/06 RESOLUTION**

Moved: Mr Danny Loughlin  
Seconded: Cr Kathy Guy

That the Risk & Assurance Committee adopts the proposed Business Continuity Policy and Framework.

**CARRIED**

**4.5 REVIEW OF 2017 PROTECTED DISCLOSURES POLICY**

In answer to a question, the Head of Democracy, Governance and Venues advised that she was not aware of protected disclosures policies being invoked at any council in New Zealand.

A typographical error was noted on page 2 of the draft policy; fourth bullet point down – change “who is as volunteer...” to “who has volunteered”.

In answer to another question, the Head of Democracy, Governance and Venues advised that the Protected Disclosures Policy was covered as part of Council's new staff induction process and the policy was available on the intranet.

**RACC202006/07 RESOLUTION**

Moved: Mr Danny Loughlin  
Seconded: Cr John Williamson

That the Risk & Assurance Committee adopts [with amendments] the 2020 Protected Disclosures Act 2000 Policy [A2668269].

**CARRIED**

**4.6 REVIEW OF THE STAFF CONFLICT OF INTEREST GUIDELINES**

In answer to a question, the Head of Democracy, Governance and Venues advised that it was usually a staff member's manager who would decide a conflict of interest exists but is not an issue.

**RACC202006/08 RESOLUTION**

Moved: Cr Kathy Guy  
Seconded: Cr John Mack

That the Risk & Assurance Committee receives the 2020 Staff Conflict of Interest Guidelines [A2668257].

**CARRIED**

**4.7 RISK & ASSURANCE COMMITTEE SCHEDULE OF POLICIES FOR REVIEW**

Members amended the schedule of policies for review by including the Insurance Strategy review with a date to be advised; and updating the date of the next review for the Business Continuity Plan as 2022.

**RACC202006/09 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Kathy Guy

That the Risk & Assurance Committee amends the Schedule of Policies for review to include the Insurance Strategy review; and the date of the next review for the Business Continuity Plan as 2022.

**CARRIED**

**5 CONFIDENTIAL BUSINESS****RACC202006/10 RESOLUTION**

Moved: Mr Anthony Byett  
Seconded: Mr Danny Loughlin

**RESOLUTION TO EXCLUDE THE PUBLIC**

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject 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(1) for the passing of this resolution
<b>Agenda Item No: 5.1</b> Confirmation of Confidential Portion of Risk & Assurance Committee Minutes - 10 March 2020	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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 7
<b>Agenda Item No: 5.2</b> Litigation Update	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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 7

I also move that Mr Leon Pieterse and Ms Kataraina Macown from Audit New Zealand be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of audit processes and requirements and their role as auditors.

**CARRIED**

The meeting closed at 11.15am.

The minutes of this meeting were confirmed at the Risk & Assurance Committee meeting held on 15 September 2020.

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**CHAIRPERSON**