

**MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Monday 8 April 2024 commencing at 3.30 pm**

**PRESENT:** Mr Rob Caldwell (Chair)  
Mayor Tania Gibson (Deputy Chair), Councillor Robert Mallinson, Councillor Rex MacDonald, Councillor Jack O'Connor,

**IN ATTENDANCE:** Gerhard Roux (Group Manager Support), Neil Engelbrecht (Finance Manager), Gemma Trezise (People & Capability Business Partner), Russel Maliwat (ICT Manager) via Zoom, Trish Jellyman (Democracy Advisor), Shannon Beynon (Communication & Engagement Manager)

**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 19 FEBRUARY 2024**

**COMMITTEE RESOLUTION RA 24/04/010**

**Moved:** Cr Robert Mallinson

**Seconded:** Cr Jack O'Connor

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 19 February 2024 be confirmed as true and correct.

**Carried Unanimously**

The Chairman stated that this month's agenda reflects the huge amount of work that has been going into the Annual Plan over the past few weeks.

### **3 AGENDA ITEMS**

#### **3.1 HEALTH AND SAFETY REPORT**

Refer page 17 of the agenda.

The PCBP spoke to the report.

The People & Capabilities Business Partner (PCBP) advised that all reports have been actioned and closed with regard to the dashboard. She advised that there have been two workplace injuries during the reporting period.

The PCBP advised that as of July Council will be enforcing prequalification of contractors to ensure all pre qualification documentation is in place. It was confirmed that the tender process should manage this.

The PCBP confirmed that all elements of the 2022 audit are now complete, and Council is now in a good position with the closing off of corrective actions and recommendations.

Cr Mallinson stated that he is concerned about the 61% compliance rate as there does not seem to be much improvement. He also feels that 88% is too low as an aspirational target and would like Council to set its sights higher. The PCBP responded the 61% is relevant in terms of ongoing performance and this reflects any changes in the organisation and is relative in terms of the current ELT. She stated that in terms of other Council's using Safe365 GDC is a leading Council at 61%, and that the 88% would be the maximum achievable given the ELT and SLT current qualification in Health and Safety risk management. The Chairman stated that the Safe365 system is not what Council would traditionally think about in terms of setting a target of 100% compliance as not all staff would be required to gain that level of qualification. The Chairman would like to see the list of actions to achieve 88% distilled down to some broader tasks that tells Council how many percent towards the 88% each would deliver, with some target dates for completion of those so that they can be tracked. He suggested that a one pager would be sufficient. The PCBP agreed to provide this with the main tasks included.

Cr MacDonald asked what is the plan for contractors that are yet to be pre-qualified. The PCBP advised that smaller contractors will need extra help. She advised that she has been working with a project manager who will assist in this area. She stated that care will need to be taken to ensure that these contractors are given the right information and that there is no liability to Council, and that these contractors are supported. The PCBP confirmed that at times Council has not been receiving enough information from contractors, but this is now improving and being fed back to Council. The Chairman spoke of the importance of Council having oversight of this in terms of major Council contracts and commented that it is a work in progress.

Cr O'Connor asked about contractors whose prequalification has expired. The PCBP stated that not all contractors are actively performing tasks for Council but if they are doing work then prequalification is required.

The PCBP answered questions and confirmed that SOP's, audit requirements and similar information sits with individual managers to then provide to the H&S staff. She agreed to follow up with the Group Managers on any other matters in this area.

### **4 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

**Agenda items 4.1, 4.2, 4.3, 4.4, 4.5, and 4.6.**

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:

**COMMITTEE RESOLUTION RA 24/04/011**

**Moved: Cr Robert Mallinson**

**Seconded: Cr Rex MacDonald**

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
4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 19 FEBRUARY 2024	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	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
4.2 - HEALTH & SAFETY UPDATE	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)(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	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 - REPORT ON AUDIT RECOMMENDATIONS FROM MANAGEMENT LETTER	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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>4.4 - INSURANCE CLAIMS HISTORY</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>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>
<p>4.5 - ICT AND CYBERSECURITY IMPLEMENTATION PLAN ON AUDITS PERFORMED</p>	<p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</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>
<p>4.6 - STRATEGIC PRIORITIES UPDATE</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</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>

Carried Unanimously

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

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

The meeting concluded at 5.13 pm

Confirmed

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 R Caldwell  
 Chairperson

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 Date