



MINUTES

Audit and Risk Committee Meeting

1 March 2022

DRAFT UNCONFIRMED MINUTES

**MINUTES OF WAIMATE DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING
HELD VIA ZOOM ON TUESDAY 1 MARCH 2022, COMMENCING AT 9:30AM**

PRESENT: Chair Damian Hogue, Cr Sheila Paul, Mayor Craig Rowley, Cr Miriam Morton,
Cr Tom O'Connor

APOLOGIES: Nil

IN ATTENDANCE: Deputy Mayor Sharyn Cain, Cr Fabia Fox

Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Jonts McKerrow (Regulatory and Compliance Group Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

Partial attendance: Justin Chetwynd (IT Manager), Leo Milani (Policy Analyst), Helen Strachan (Corporate Services Assistant)

OPENING

1 APOLOGIES

Nil

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Cr Miriam Morton declared a potential conflict of interest in Item 7.3 Insurance – Review of Policies and Cover, relating to employment policies as her husband is employed by the Waimate District Council.

4 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

MINUTES

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 30 NOVEMBER 2021

COMMITTEE RESOLUTION 2022/1

Moved: Cr Sheila Paul
Seconded: Mayor Craig Rowley

That the Minutes of the Audit and Risk Committee Meeting held on 30 November 2021 be adopted as a true and correct record.

CARRIED

REPORTS**6 GENERAL REPORTS****6.1 OUTSTANDING AUDIT & RISK COMMITTEE ACTIONS REPORT - PUBLIC****COMMITTEE RESOLUTION 2022/2**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Outstanding Audit & Risk Committee Actions Report – Public is accepted.

CARRIED**6.2 OFFICE OF THE AUDITOR GENERAL FORUM - VERBAL REPORT**

The Chair gave the Audit and Risk Committee a comprehensive verbal report from the Office of the Auditor General's Forum held on 30 November 2021 – "Financial Risks in the Local Government Environment" with Mark Butcher, Chief Executive of Local Government Funding Agency.

6.3 HEALTH AND SAFETY REPORT**COMMITTEE RESOLUTION 2022/3**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Health and Safety report is accepted.

CARRIED**Note:**

The repairs of the rotten fence rails at the animal pound stock yard is likely to be more extensive and is currently under investigation.

A new Emergency Management and Health and Safety officer has been employed, and will commence in the next few weeks.

6.4 EXTERNAL AUDIT RECOMMENDATIONS PROGRESS REPORT TO MARCH 2022**COMMITTEE RESOLUTION 2022/4**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the External Audit Recommendations Progress Report to March 2022 report is accepted.

CARRIED**Note:**

Internal Controls regarding Property, Plant and Equipment: This long standing recommendation is expected to be improved on with an investment in time and knowledge of finance and asset staff in relation to Asset Finda and RAMM software.

Depreciation Calculations in the Fixed Asset Register – Infrastructural Assets: Audit have been advised that considerable work is required to achieve this recommendation, being availability of both staff resources and integrating knowledge in the asset and finance teams.

6.5 DRAFT RISK MANAGEMENT POLICY

The Audit and Risk Committee considered the draft Risk Management Policy.

COMMITTEE RESOLUTION 2022/5

Moved: Cr Sheila Paul
Seconded: Cr Tom O'Connor

1. That the Audit and Risk Committee accept the draft Risk Management Policy report, and
2. That the Audit and Risk Committee recommend to the March 2022 Council meeting, Council's adoption of the draft Risk Management Policy, as presented, excluding the table presented on the last page of the draft policy.

CARRIED

Note:

6.0 Roles and Responsibilities: A discussion was held on a change to the wording to better reflect their assistance of the Audit and Risk Committee given to management.

It was recognised that further steps need to be completed to achieve a Council-agreed position on the level of tolerance or appetite in tangible areas for decision making, including training for elected members in the area of risk management area.

The Committee noted that Council needs to be careful that risk management doesn't stymie potential for development.

6.6 RISK REGISTER

COMMITTEE RESOLUTION 2022/6

Moved: Cr Sheila Paul
Seconded: Cr Tom O'Connor

That the Risk Register Report is accepted, with the added comments as below.

CARRIED

Note:

Risk 19 Climate Mitigation and Adaptation: The Committee discussed management of risk and involvement in biodiversity and climate change being careful not to step into the responsibilities of Environment Canterbury. Council to look at resources and policies with the pending employment of the joint Biodiversity and Climate Change Officer.

Risk 20 Operational Pandemic: Words to be added about the risk of abuse to staff.

Risk 22 Strategic/Operational Service Delivery – National Transition Unit: Words to be added signifying that the focus shall be on business as usual.

The meeting was adjourned at 10.34am for morning tea.

The meeting was reconvened at 10.45am

6.7 MAJOR PROJECTS REPORT

The Audit & Risk Committee received the Major Project Reports, alongside a verbal update by the Asset Manager.

COMMITTEE RESOLUTION 2022/7

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Major Projects Report is received.

CARRIED**Note:**

Tank and Reservoir Upgrade Projects: Apology for incorrect data, some budget populated was spend from previous financial years, which has made the percentage completion incorrect.

Cannington, Waituna (Stimulus Funding Projects) and Otaio Makikihi Upgrade Tanks: Within budget and time, and meeting delivery plan requirements.

Delivery Plan: Currently awaiting engineer's report, which will be circulated in the next agenda. Council is tracking well in Stimulus Funding Projects.

Hook Waituna Drinking Water Intake and Plant Compliance Upgrade: Currently going through consenting process to rebuild structure with construction to be carried out at a time with the least impact on the river but still meeting the requirements for stimulus funding.

Waikakahi Drinking Water Compliance Upgrade: Currently working with landowners over potential new bores taking into account concerns with potential Three Waters Service delivery/ownership.

Te Kiteroa Line Sewer Infrastructure: Almost ready to go to market, there may be slight delay based on supply of materials.

Queen Street Upgrade: Proceeding well, expect to complete the stormwater and race-water infrastructure middle March.

Edwards Street Reticulation: On target.

Stormwater Consent Management Plan: Progressing well, currently with ECan to decide on notification.

Reseal Contract: Received notification that resealing has been impacted by Covid (Omicron), with key staff isolating. Will investigate critical worker isolation procedures are able to utilised.

Youngs Road Bridge: Expect to come in on budget.

6.8 COUNCIL'S POLICY STATUS**COMMITTEE RESOLUTION 2022/8**

Moved: Cr Sheila Paul

Seconded: Mayor Craig Rowley

That the Council's Policy Status report is accepted.

CARRIED**Note:**

The Risk Management Policy will go to the next Council Meeting on 22 March for adoption.

The Chief Executive has signed off the Working from Home Policy.

Community Housing Policy and possibly Smokefree Policy may be presented to Council in March, with more to come to the April meeting.

The renewing of the TAB Board Venue Policy and Gambling Venue Policy will both require consultation under legislation.

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2022/9

Moved: Cr Sheila Paul

Seconded: Cr Tom O'Connor

That the public be excluded from the following parts of the proceedings of this meeting.

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 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
7.1 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 30 November 2021	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	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
7.2 - Cyber Security Report	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	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
7.3 - Insurance – Review of Policies and Cover	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	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

8 RE-ADMITTANCE OF THE PUBLIC REPORT**COMMITTEE RESOLUTION 2022/10**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.52am.

The Minutes of this meeting are to be confirmed at the Audit and Risk Committee Meeting scheduled on 7 June 2022.

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CHAIRPERSON

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