



MINUTES

Audit and Risk Committee Meeting

19 March 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON THURSDAY 19 MARCH 2020, COMMENCING AT 9.00AM**

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

APOLOGIES: Cr Miriam Morton (lateness), Cr Sheila Paul

IN ATTENDANCE: Sharyn Cain (Deputy Mayor), David Owen (Cr), Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Fiona Hester-Smith (Human Resources Manager, Carolyn Johns (Community and Strategy Group Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Melissa Thomson (Accountant), Luci Swatton (Emergency Management and Health and Safety Officer), Helen Strachan (Committee Secretary)

OPENING

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/1

Moved: Cr Tom O'Connor

Seconded: Mayor Craig Rowley

That the apology received from Cr Sheila Paul be accepted.

CARRIED

2 VISITORS

Audit NZ will present at 11am.

3 CONFLICTS OF INTEREST

Nil

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

COVID-19

The emerging threat of the COVID-19 on the community and the council's operations was identified as a Major Item that required discussion at the meeting. Stuart Duncan talked about the potential impact on the District and advised that he had scheduled a meeting of key staff and service providers the following day to prepare an action and risk mitigation plan.

MINUTES

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 26 NOVEMBER 2019**COMMITTEE RESOLUTION 2020/2**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Minutes of the Audit and Risk Committee Meeting held on 26 November 2019 be adopted as a true and correct record.

CARRIED**REPORTS****6 GENERAL REPORTS****6.1 HUMAN RESOURCES MANAGERS REPORT****COMMITTEE RESOLUTION 2020/3**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Human Resources Managers Report is accepted.

CARRIED

At 9:30 am, Cr Miriam Morton joined the meeting.

6.2 HEALTH AND SAFETY REPORT**COMMITTEE RESOLUTION 2020/4**

Moved: Cr Tom O'Connor

Seconded: Mayor Craig Rowley

1. That the Health and Safety Report is accepted; and
2. That 'coronavirus COVID-19 outbreak' is added to the Risk Register.

CARRIED**6.3 CORPORATE SERVICES GROUP MANAGER REPORT****COMMITTEE RESOLUTION 2020/5**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

1. That the Corporate Services Group Manager Report is accepted; and
2. That the Audit and Risk Committee accepts the Terms of Reference with modifications to be adopted at the Council meeting of 31 March 2020.

CARRIED

COMMITTEE RESOLUTION 2020/6

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Committee recommend that the Council consider measuring our carbon footprint.

CARRIED

6.4 EXTERNAL AUDIT RECOMMENDATIONS PROGRESS UPDATE TO 11 MARCH 2020**COMMITTEE RESOLUTION 2020/7**

Moved: Cr Miriam Morton

Seconded: Mayor Craig Rowley

1. That the External Audit Recommendations Progress Update to 11 March 2020 report is accepted.
2. That management make recommendations of which items are to be marked as completed for the next meeting, and give further explanation of progress for those that are pending.

CARRIED

6.5 COUNCIL'S POLICY STATUS**COMMITTEE RESOLUTION 2020/8**

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Council's Policy Status report is accepted.

CARRIED

6.6 NEW ZEALAND TRANSPORT AUTHORITY AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2019**COMMITTEE RESOLUTION 2020/9**

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the NZ Transport Agency Investment Audit Report on the audit of Council for the three year period ended 30 June 2019 is accepted.

CARRIED

6.7 2019/20 MAJOR PROJECT UPDATE**COMMITTEE RESOLUTION 2020/10**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the 2019/20 Major Project Update report is accepted.

CARRIED

The Committee adjourned at 10.44am for morning tea.

The Committee reconvened at 11.00am.

6.8 PRESENTATION: AUDIT NZ - AUDIT UPDATE

Council's newly appointed Audit Director Rudie Tomlinson was introduced by outgoing Director Derck Ollson and current Audit Manager Debbie Bradfield.

The Audit team discussed focus areas of the 2020 Audit which will include a continuation of the theme of Ethics and Integrity, Bribery and Corruption, Sensitive Expenditure, Procurement and Conflicts of Interest. The introduction of the 4 Well-beings will be another area of focus. The team highlighted the requirement for a formalised agreement to clearly record the structure and ownership of the Downlands Water Scheme in order that the appropriate accounting standard can then be applied.

The Long Term Plan will need to include commentary and conclusions regarding our Council's position on the impact of Climate Change in our District. The new 3 year Audit Plan will be presented by Audit for consideration shortly.

The Interim Audit is set to commence the week of 30 March 2020, with asset revaluation work the week of 22 June 2020.

PUBLIC EXCLUDED**7 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/11**

Moved: Cr Miriam Morton
 Seconded: Mayor Craig Rowley

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 26 November 2019	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 - Corporate Services Group Manager Report - Public Excluded	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 s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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 2020/12**

Moved: Mayor Craig Rowley
 Seconded: Cr Tom O'Connor

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.12pm.

The Minutes of this meeting are to be confirmed at the Audit and Risk Committee Meeting scheduled on 9 June 2020.

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CHAIRPERSON