



MINUTES

Audit and Risk Committee Meeting

8 June 2021

**MINUTES OF WAIMATE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 8 JUNE 2021, COMMENCING AT 9.00AM**

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

APOLOGIES: Nil

IN ATTENDANCE: Cr Sandy McAlwee

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

PARTIAL ATTENDANCE: Dan Mitchell (Asset Group Manager)

OPENING

1 APOLOGIES

Nil

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

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 2 MARCH 2021

COMMITTEE RESOLUTION 2021/3

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Minutes of the Audit and Risk Committee Meeting held on 2 March 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 2021/4

Moved: Cr Sheila Paul
Seconded: Cr Miriam Morton

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

CARRIED

Note:

The Corporate Services Group Manager updated the Committee on risk management training with the Committee recognising the urgency and asking for the training at the earliest possible opportunity.

It was suggested that good audit and risk information is available through other sources, and this will be investigated and circulated.

6.2 HUMAN RESOURCES MANAGERS REPORT

COMMITTEE RESOLUTION 2021/5

Moved: Mayor Craig Rowley
Seconded: Cr Sheila Paul

That the Human Resources Manager's report is accepted.

CARRIED

Note:

That an explanation of the staff numbers graph be included in future reports (graph labels).

The Chief Executive informed the Committee he is looking at ways to reduce pressure on staff for larger workstreams such as the Long Term Plan by using systems and other measures to ease the workload at critical times.

6.3 OAG FORUM - VERBAL REPORT FROM THE DEPUTY CHAIR

Deputy Chair Cr Sheila Paul gave the Committee a verbal report from the zoom session held remotely on Tuesday 1 June on local government finance and accountability documents, process and linkages between councils' annual plans, long term plans, financial statements and annual reports from the point of view of an independent audit and risk committee member.

6.4 2020/21 MAJOR PROJECT UPDATE**COMMITTEE RESOLUTION 2021/6**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the 2020/21 Major Project Update report is accepted.

CARRIED

Note:

The Rural Water Committees have been updated on the current position with the Three Waters Reform.

The weighbridge is in storage and ready to be installed, as planned.

The Chief Executive updated the Committee on the refurbishment of the Council building, with dislocated staff expected to return to the Local Government Centre and front office in the next few days.

The Committee asked for more clarity on the water supply major projects to make them easier to understand, and a reviewed report will be provided to the Committee by the Chief Executive.

6.5 RISK REGISTER**COMMITTEE RESOLUTION 2021/7**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Risk Register Report is accepted.

CARRIED

Note:

R0005: That the words "any adverse event" replaces "earthquake/fire/flood"; and under incidents that the words "Flood January 2021" be added for future clarification. The Committee asked for the Chief Executive to add a comment around future mitigation strategies.

The Committee discussed the scoring of risks, in light of future expected significant weather events.

The meeting was adjourned at 10.17am for morning tea.

The meeting was convened at 10.40am.

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2021/8

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

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 2 March 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 - Health & Safety Incident Report	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)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	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 - 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
7.4 - Security Camera Footage Requests	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
7.5 - Insurance Report	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)(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

7.6 - Delivery Plan / Stimulus Funding Update	<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>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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
CARRIED		

8 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2021/9
Moved: Cr Sheila Paul
Seconded: Cr Miriam Morton
That Council moves out of Closed Council into Open Council.
CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.34am.

The Minutes of this meeting are to be confirmed at the Audit and Risk Committee Meeting scheduled on Tuesday 24 August 2021.

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CHAIRPERSON