



# **MINUTES**

## **Audit and Risk Committee Meeting**

**11 June 2024**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON TUESDAY 11 JUNE 2024, COMMENCING AT 9:30AM**

**PRESENT:** Mayor Craig Rowley (Acting Chair), Cr Tom O'Connor, Cr Rick Stevens

**APOLOGIES:** Chair Damian Hogue, Deputy Mayor Sharyn Cain

**IN ATTENDANCE:** Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Lisa Small  
Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

**PARTIAL ATTENDANCE:** Rachel Holley-Dellow (Human Resources Manager) via Microsoft teams, Shey Taylor (Strategic Planner/Policy Advisor), Alison Banks (Parks & Reserves Manager)

## OPENING

### 1 APOLOGIES

#### COMMITTEE RESOLUTION 2024/3

Moved: Cr Rick Stevens  
Seconded: Cr Tom O'Connor

That apologies from Chair Damian Hogue and Deputy Mayor Sharyn Cain be received and accepted.

**CARRIED**

#### MOTION

In the absence of Chair Damian Hogue and Deputy Chair Sharyn Cain, the Audit and Risk Committee required a Chair to run the meeting.

#### COMMITTEE RESOLUTION 2024/4

Moved: Cr Rick Stevens  
Seconded: Cr Tom O'Connor

That Mayor Craig Rowley be Acting Deputy Chair for this meeting of the Audit and Risk Committee.

**CARRIED**

### 2 VISITORS

10:00am Audit New Zealand, via Microsoft teams.

### 3 CONFLICTS OF INTEREST

Nil

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

### IDENTIFICATION OF MINOR ITEM NOT ON THE AGENDA

#### COMMITTEE RESOLUTION 2024/5

Moved: Cr Rick Stevens  
Seconded: Cr Tom O'Connor

That discussion on the minor item 'Renewal of Audit & Risk Committee Chair' is taken at the end of the public excluded section of the meeting

**CARRIED**

## MINUTES

## 5 CONFIRMATION OF MINUTES

### 5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 12 MARCH 2024

#### COMMITTEE RESOLUTION 2024/6

Moved: Cr Rick Stevens  
Seconded: Cr Tom O'Connor

That the Minutes of the Audit and Risk Committee Meeting held on 12 March 2024 be adopted as a true and correct record.

**CARRIED**

## REPORTS

## 6 GENERAL REPORTS

### 6.1 HEALTH AND SAFETY REPORT

#### COMMITTEE RESOLUTION 2024/7

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

That the Health and Safety Report is accepted.

**CARRIED**

#### Note:

The Audit and Risk Committee discussed the risk to Animal Control Officers from abusive behaviour of dog owners.

**6.2 HUMAN RESOURCES MANAGERS REPORT****COMMITTEE RESOLUTION 2024/8**

Moved: Cr Rick Stevens

Seconded: Mayor Craig Rowley

That the Human Resources Manager's report is accepted.

**CARRIED****Note:**

The Chief Executive updated the Audit and Risk Committee on recent staff changes. New staff will come and meet Council at the next Ordinary Council Meeting.

The Audit and Risk Committee requested data which compares current staff full time equivalents to previous years to the next Audit & Risk Committee meeting.

**6.4 MAJOR PROJECTS REPORT**

The Quarterly Major Projects Report (March 2024) was provided via email on 10 June 2024.

**COMMITTEE RESOLUTION 2024/9**

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

That the Major Projects report be accepted.

**CARRIED****Note:**

The Asset Group Manager noted with four vacancies in the asset department he is having to use external services in some areas, which may cause some carryover of projects.

**6.5 RISK REGISTER****COMMITTEE RESOLUTION 2024/10**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Risk Register Report is accepted.

**CARRIED****Note:**

Human Resources: The Audit and Risk Committee discussed the extreme risk around recruitment, however there has been some improvement in the market due to some Government agencies reducing staff, and this risk will be reviewed in the near future.

Funding & Investments: The uncertainty of investment returns and further income reductions from Alpine Energy's historical pricing error has been acknowledged.

3 Waters: The risk assessment will be reviewed before the next Audit and Risk Committee Meeting.

**6.3 AUDIT NZ AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2024 - 10:00AM**

Audit Director was in attendance via Microsoft teams for this item.

**COMMITTEE RESOLUTION 2024/11**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Audit and Risk Committee confirms the terms of the Audit New Zealand 2024 Audit Plan.

**CARRIED**

**Note:**

The Audit Director noted the date had been extended from the 2 September to the 16 September for the draft financial statements with notes to the financials and statement of service performance as per the request from staff. The Mayor and Chief Executive's Overview Reports are to be completed by 23 September, along with the full annual report

No resolution is expected from the Commerce Commission on the Alpine Energy error before the end of the financial year.

The Audit Director commented on the good judgement by Council of deferring the Long Term Plan by a year to assist with the uncertainty in the 3 Waters area.

The Audit and Risk Committee discussed the increasing cost of audit fees. The Audit Director urged Council to write to the Auditor General and Member of Parliament if they perceive a change in the audit process is required.

The Audit Director suggested Council needs to look urgently at climate change within the asset management plans and strategies before the start of the Long Term Plan audit. Audit are able to assist identifying risks with the delayed Long Term Plan giving Council more certainty and time in this area.

Item - 6.4 Major Projects Report - has been moved to another part of the document.

Item - 6.5 Risk Register - has been moved to another part of the document.

**6.6 NORMAN KIRK MEMORIAL POOL - POOL SAFE ACCREDITATION****COMMITTEE RESOLUTION 2024/12**

Moved: Cr Rick Stevens

Seconded: Cr Tom O'Connor

That the Norman Kirk Memorial Pool – Pool Safe Accreditation report is accepted.

**CARRIED**

**Note:**

The Parks and Reserves Manager explained the new lining has been completed and will bring added value to the accreditation.

The meeting adjourned at 10.35am for morning tea.

The meeting reconvened at 10.55am.

## PUBLIC EXCLUDED

## 7 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**COMMITTEE RESOLUTION 2024/13**

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

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
<b>7.1 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 12 March 2024</b>	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
<b>7.2 - Insurance Review</b>	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  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
<b>7.3 - Insurance Update 2024 - 2025</b>	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)(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  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

<b>7.4 - CCTV Footage Requests</b>	<p>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</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>	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
<b>7.5 - Supplier Investigation</b>	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
<b>CARRIED</b>		

## 8 RE-ADMITTANCE OF THE PUBLIC REPORT

<p><b>COMMITTEE RESOLUTION 2024/14</b></p> <p>Moved: Cr Rick Stevens</p> <p>Seconded: Cr Tom O'Connor</p> <p>That Council moves out of Closed Council into Open Council.</p> <p><b>CARRIED</b></p>
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## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.37am.

The Minutes of this meeting are to be confirmed at the Audit and Risk Committee Meeting scheduled on 3 September 2024.

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**CHAIRPERSON**