



Minutes of a meeting of the Audit and Risk Subcommittee held in
the Council Chamber on Thursday 13 May 2021, commencing at
1:00 PM

Membership

Cr Hilary Calvert	<i>(Chairperson)</i>
Mr Andrew Douglas	<i>(Independent Member)</i>
Cr Kevin Malcolm	
Cr Andrew Noone	
Cr Kate Wilson	

Welcome

Chairperson Hilary Calvert welcomed Councillors, members of the public and staff to the meeting at 1:06pm. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory and Communications), Amanda Vercoe (GM Governance, Culture and Customer), Liz Spector (Governance Support), Nicole Ross, Rebecca Webster, Peter Kelliher, and Sarah Munro. Also present were Deloitte auditors Heidi Rautjoki and Aveshin Govender.

1. APOLOGIES

Resolution

That the apologies for Cr Wilson be accepted.

Moved: Cr Malcolm

Seconded: Cr Noone

CARRIED

2. PUBLIC FORUM

No public forum was held.

3. CONFIRMATION OF AGENDA

Cr Calvert requested that the Safety and Wellbeing report be considered first, then the meeting move into public excluded to accommodate the external auditors who were present.

She then said all public-excluded reports would be considered prior to moving back into public session for consideration of the remainder of the agenda.

4. CONFLICT OF INTEREST

No conflicts of interest were advised.

5. CONFIRMATION OF MINUTES

Resolution

That the minutes of the (public portion of the) meeting held on 17 February 2021 be received and confirmed as a true and accurate record.

Moved: Cr Noone

Seconded: Cr Malcolm

CARRIED

6. ACTIONS (STATUS OF COMMITTEE RESOLUTIONS)

There are no outstanding Actions of public Audit and Risk Subcommittee resolutions.

7. MATTERS FOR CONSIDERATION

7.1. Safety and Wellbeing

This report was provided to summarise progress towards the Safety and Wellbeing Team's key strategic priorities and safety performance indicators for the period January 2021 – March 2021 (Quarter 3, FY 20/21) and key areas of focus for the Safety and Wellbeing team for the 2020/21 financial year and beyond. Rebecca Webster (Safety and Wellbeing Partner) and Nicole Ross (Manager People and Safety) were present to speak to the report and respond to questions.

Main points of discussion surrounded types of training that was provided to ORC staff related to dealing with aggression from members of the public as well as for vehicle use. Ms Webster detailed training undertaken by over sixty staff on de-escalation, awareness, and safe exit strategies. She also detailed several vehicle safety trainings required for drivers. Mrs Gardner noted that all ORC vehicles utilise the Smartrak GPS tracking system which alerts the fleet

team to unsafe driving. Chairperson Calvert asked if ELT members have Smartrack installed on their vehicles, which are have personal use. Mrs Gardner said they can opt out of having this installed. After a discussion, Cr Calvert then moved:

Resolution

That the Subcommittee:

- 1) **Requests** the Chief Executive to investigate how other entities monitor personal vehicle usage and what are best practices.

Moved: Cr Calvert
Seconded: Cr Malcolm
CARRIED

There was no further discussion of the report and Mr Douglas moved its receipt.

Resolution

That the Subcommittee:

- 1) **Receives** this report.

Moved: Andrew Douglas
Seconded: Cr Noone
CARRIED

8. RESOLUTION TO EXCLUDE THE PUBLIC

Resolution

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- *Minutes of the 17 February 2021 public-excluded Audit & Risk Subcommittee meeting*
- *3.1 Insurance Renewal*
- *3.2 Council Insurance*
- *3.3 Managed Fund Report – March 2021*
- *3.4 Risk Report*
- *3.5 Deloitte ORC Audit Plan*

I also move that Heidi Rautjoki and Aveshin Govender be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the Deloitte ORC Audit Plan. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because they represent Deloitte.

Moved: Cr Calvert
Seconded: Cr Noone
CARRIED

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:

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
<i>Minutes of 17 Feb 2021 Audit & Risk Subcommittee public excluded meeting</i>	<p>To protect the privacy of natural persons, including that of deceased natural persons – Section 7(2)(a);</p> <p>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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied – Section 7(2)(c)(i);</p> <p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h),</p> <p>To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)</p>	
<i>3.1 Insurance Renewal</i>	<p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)</p> <p>To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) – Section 7(2)(i)</p>	<p>Section 48(1)(a);</p> <p>Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:</p> <p>(a) that the public conduct of the whole or 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.</p>
<i>3.2 Council Insurance</i>	<p>To protect information which is subject to an obligation of confidence or which</p>	<p>Section 48(1)(a);</p> <p>Subject to subsection (3), a</p>

<i>Disclosures</i>	<p>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 – Section 7(2)(c)(ii);</p> <p>To avoid prejudice to measures that prevent or mitigate material loss to members of the public – Section 7(2)(e);</p> <p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)</p>	<p>local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:</p> <p>(a) that the public conduct of the whole or 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.</p>
<i>3.3 Managed Fund Report – March 2021</i>	<p>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 – Section 7(2)(b)(ii);</p> <p>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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied – Section 7(2)(c)(i);</p> <p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)</p>	<p>Section 48(1)(a);</p> <p>Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:</p> <p>(a) that the public conduct of the whole or 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.</p>
<i>3.4 Risk Report</i>	<p>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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied – Section 7(2)(c)(i);</p> <p>To protect information which is subject</p>	<p>Section 48(1)(a);</p> <p>Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:</p> <p>(a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of</p>

	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 – Section 7(2)(c)(ii)	information for which good reason for withholding would exist.
3.5 Deloitte ORC Audit Plan	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 to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied – Section 7(2)(c)(i); 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 – Section 7(2)(c)(ii)	Section 48(1)(a); Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds: (a) that the public conduct of the whole or 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.

Resolution

That the meeting resume in public session at 3:42 p.m.

Moved: Cr Calvert

Seconded: Cr Noone

CARRIED

7.2. Annual Report timetable and matters under consideration

This report was provided to outline the Annual Report adoption timetable and changes in accounting standards for Council's Annual Report and Financial Statements for the year ending 30 June 2021. Sarah Munro (Manager Finance - Reporting) and Nick Donnelly (GM Corporate Services) were present to speak to the report and respond to questions. Mr Donnelly said no changes to this timetable or any key accounting standard changes were anticipated. He noted the date of audit finalisation has been pushed into October due to a delay by the Port Otago auditors.

There were no questions and Chairperson Calvert asked for a motion to receive the report.

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives this report.**

Moved: Andrew Douglas
Seconded: Cr Noone
CARRIED

7.3. Risk Review Update

This report was provided to update the Subcommittee on progress made on the review of the Risk Register as of the 3 June 2020 Audit and Risk Subcommittee meeting. Nick Donnelly (GM Corporate Services) was present to speak to the report and respond to questions.

Mr Donnelly said Navigatus Consulting has been selected to perform the risk review and work is underway, noting meetings between Navigatus and members of ELT, Chair Calvert and Andrew Douglas. He said a revised list of risks identified during the work will be collated and presented to the next Audit and Risk Subcommittee meeting as the refreshed risk register.

Cr Calvert then asked to discuss areas of non-compliance as identified by the Warrant of Fitness and Mandatory Documents Register during the previous Audit and Risk Subcommittee meeting. After a discussion, Cr Calvert moved:

Resolution

- 1) **That** documents or items marked as non-compliant be tracked through an additional column in the mandatory documents register and/or the legislative warrant of fitness.
- 2) **That** when an external review is completed for the Council with recommendations, that the Subcommittee receive a report detailing where actions have been taken to address recommendations of the review and tracking until the action has been fully completed.

Moved: Cr Calvert
Seconded: Andrew Douglas
CARRIED

Cr Calvert then asked for a motion to receive the report.

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives this report.**

Moved: Cr Noone
Seconded: Cr Malcolm
CARRIED

7.4. LGFA Funding Proposal

At the 17 February 2021 meeting the Audit and Risk Subcommittee received a report on the process and merits of joining the Local Government Funding Agency (LGFA). At that time, the

Subcommittee endorsed the ORC joining the LGFA and recommended the process of initiating it to Council. Council subsequently confirmed the process at its 24 February 2021 meeting. This report provides an update to the Subcommittee on steps taken to date to join the LGFA. Nick Donnelly (GM Corporate Services) was present to speak to the report and respond to questions.

Mr Donnelly said Bancorp and a legal advisor are working through the steps to prepare the proposal document and the consultation document that sits alongside. He then proposed an extra Council Meeting in June to consider next steps. Mr Douglas asked that he be invited to the Council Meeting when this report is considered. After further discussion Chairperson Calvert asked for a motion.

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives** this report.
- 2) **Notes** the progress made in the LGFA process and endorses the Statement of Proposal and consultation material being presented directly to an upcoming or extra Council meeting for approval.

Moved: Cr Malcolm

Seconded: Cr Noone

CARRIED

9. CLOSURE

There was no further business and Chairperson Calvert declared the meeting closed at 04:02 pm.



Chairperson

14 October 2021
Date