



Audit and Risk Committee

Minutes of a meeting of the Audit and Risk Committee held in the Council Chamber, 26 Gordon Street, Dannevirke on Tuesday 19 October 2021 commencing at 1.00pm.

1. Present

Mr K Ross (Chairperson), Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin, S A Hull, C J Isaacson (from item 6.2), P A Johns, K A Sutherland, R A Treder and S M Wards.

In Attendance

Mr B Nicholson	- Chief Executive
Mr R Taylor	- Manager - Democracy Services
Mr R Suppiah	- Group Manager - Corporate
Ms S Lowe	- Group Manager - People and Capability
Mr C Chapman	- Group Manager - Infrastructure
Mr P Wimsett	- Manager Strategy and Climate Change
Ms S Smith	- Health and Safety Coordinator
Mrs S Walshe	- Senior Financial Accountant

2. Apologies

2.1 *That an apology is received from Cr Carole Isaacson for lateness to the meeting.*

Franklin/Hull

Carried

3. Notification of Items Not on the Agenda

3.1 Updates are requested on the following matters:

- Dannevirke impounded water supply repairs
- Earthquake-prone buildings notification letters to property owners

4. Confirmation of Minutes

4.1 *That the minutes of the Audit and Risk Committee meeting held on 17 August 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

Ross/Wards

Carried

5. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda

5.1 Nil

6. Reports

6.1 Health and Safety

6.1.1 *That the report from the Health and Safety Coordinator dated 12 October 2021 concerning health and safety (as circulated) be received, and*

That the Audit and Risk Committee note the following with regard to the focus on health and safety matters and this update:

- ***Council's health and safety representatives will be attending the regional health and safety representatives forum 2021 in Palmerston North held on 17 November 2021.***
- ***Safe365 health, safety and wellbeing software is being rolled out to all Council staff by the end of November 2021.***
- ***New health and safety representatives have been assigned to the membership of the health and safety committee.***
- ***Council's health and safety response plans continue to be reviewed and updated regarding Covid-19 to reflect the changing requirements of Government's direction in respect of the pandemic.***
- ***The SiteWise contractor management system is being implemented for use by contractors engaged by Council.***
- ***A wellness programme for Council staff is under way, with initiatives for 2022 to be invited for the next staff wellness calendar.***
- ***Details from the incident register are provided for this reporting period.***

Ross/Johns

Carried

6.1.2 Cr Carole Isaacson entered the meeting at 2.50pm.

6.2 Risk Management

6.2.1 *That the report from the Group Manager - People and Capability dated 12 October 2021 concerning risk management (as circulated) be received, and*

That the Audit and Risk Committee note the following update on the management of strategic risks at Council:

- ***Options for risk management software are being investigated.***
- ***A recruitment process is under way to appoint a Risk and Assurance Advisor.***
- ***The review and update of the risk management framework has been delayed pending the appointment of a staff member to undertake the above position.***

- *The risk regarding Government's future of local government review and three waters reform have been reviewed and signed off.*
- *The emergency management team is prepared to respond in the event of a Covid-19 localised outbreak and the potential for a drought this summer.*

Ross/Isaacson

Carried

- 6.2.2 *That the Mayor and Chief Executive be requested to develop a process for Council to consider the Government's future of local government review interim report regarding that matter.*

Ross/Hull

Carried

- 6.2.3 *That an approach be made to Local Government New Zealand requesting them to provide a simplified two to three pages summary of the key points from the Government's future of local government review interim report to provide guidance to councils in considering that matter.*

Hull/Johns

Carried

6.3 **2020/2021 Annual Report Audit Timeline**

- 6.3.1 *That the report from the Senior Financial Accountant dated 12 October 2021 concerning the 2020/2021 Annual Report audit timeline (as circulated) be received, and*

That the Audit and Risk Committee note the timeline for completing the audit places challenges in completing this process prior to the end of the year when Council closes, and given these circumstances supports management's recommendation to adopt the 2020/2021 Annual Report at the first Council meeting in January 2022 to enable the necessary work to be undertaken and accepts this intention falls outside the statutory timeframe.

Ross/Sutherland

Carried

- 6.3.2 An Audit and Risk Committee meeting will be held on 18 January 2022 at 1.00pm to receive the 2020/2021 Annual Report prior to it being adopted.

7. Notified Items Not on the Agenda

7.1 Dannevirke Impounded Water Supply Repairs

- 7.1.1 Group Manager - Infrastructure Chris Chapman will present an update on progress with undertaking Dannevirke impounded water supply repairs at tomorrow's Works Liaison Committee workshop briefing session.

7.2 Earthquake-prone Buildings Notification Letters to Property Owners

- 7.2.1 Chief Executive Bryan Nicholson will follow up and provide a timeline for progressing sending the earthquake-prone buildings notification letters to property owners regarding actions Council require them to take in respect of that matter.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 4.10pm.

Chairperson