

Audit and Risk Committee

AGENDA

Notice of Meeting:

A meeting of the Audit and Risk Committee will be held on:

Date: Wednesday 2 August 2023
Time: 1.00pm
Venue: Council Chamber
137 Havelock Street, Ashburton

Membership

Chairperson	Russell Ellis
Deputy Chairperson	Leen Braam
Members	Carolyn Cameron Liz McMillan Richard Wilson Murray Harrington (external appointee) Mayor Neil Brown (ex-officio)

Watch the live-stream of this meeting on our You Tube channel, Facebook page and website:

<https://www.ashburtondc.govt.nz/council/public-meetings-research-centre>

Audit & Risk Committee

Timetable	
1.00pm	Meeting commences

ORDER OF BUSINESS

- 1 Apologies
- 2 Extraordinary Business
- 3 Declarations of Interest

Minutes

- | | | |
|---|---|---|
| 4 | Confirmation of Minutes – 21/06/23 | 3 |
| 5 | EA Networks Centre – Income and Expenditure | 5 |

Business transacted with the public excluded

- | | | | |
|---|------------------------|---|------|
| 6 | Minutes – 21/06/23 | Section 7(2)(a) Protection privacy of natural persons | PE 1 |
| 7 | Health & Safety Report | Section 7(2)(a) Protection privacy of natural persons | PE 2 |

4. Audit & Risk Committee Minutes – 21/06/23

Minutes of the Audit & Risk Committee meeting held on Wednesday 21 June 2023, commencing at 1.30pm, in the Council Chamber, 137 Havelock Street, Ashburton.

Present

Mayor Neil Brown; Councillors Russell Ellis (Chair), Carolyn Cameron, Liz McMillan, Richard Wilson and Murray Harrington (via MS Teams)

Also present:

Councillors Phill Hooper, Lynette Lovett and Tony Todd.

In attendance

Hamish Riach (CE), Leanne Macdonald (GM Business Support), Jane Donaldson (GM Compliance & Development), Neil McCann (GM Infrastructure & Open Spaces), Toni Durham (GM Democracy & Engagement), Sarah Mosley (GM People & Facilities), and Carol McAtamney (Governance Support).

Staff present for the duration of their reports: Tania Paddock (Legal Counsel), Erin Register (Finance Manager), Lauretta Smith (Accountant), Katie Perry (People & Capability Manager), Julie Crahay (Safety & Wellness Lead)

1 Apologies

Councillors Leen Braam and Rob Mackle

Sustained

2 Extraordinary Business

The Chair gave notice and the Committee supported that item 7, 2021/22 Auditor Report to Council becomes business of the open meeting.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes – 10/05/23

That the minutes of the Audit & Risk Committee meeting held on 10 May 2023, be taken as read and confirmed.

Cameron/Wilson

Carried

5 Audit and Risk Committee Terms of Reference

The Committee noted that the EA Networks Centre income and expenditure reporting will now be included in the Committee's sphere of business. It was further agreed that the terms of reference should provide for other matters, as directed by Council, to be included.

Recommendation to Council

That the Council adopts the revised Terms of Reference for the Audit and Risk Committee with the inclusion of the wording '*and any other matters directed to the Committee by Council*'.

Mayor/Cameron

Carried

2021/22 Audit Report to Council

Dereck Ollsson and Peyman Momenan joined the meeting from 1.11pm to 1.40pm

- It was noted that this was the second consecutive year that had been granted an extended deadline and the audit was issued on 21 December 2022.
- A key focus of the audit was around the revaluation of Council's property, plant and equipment (PPE), including its infrastructure assets.
- The audit raised eight new recommendations, three urgent, three necessary and two beneficial.
- Audit NZ are confident that they will be able to meet the deadline for this year (31 October).
- Thanks and appreciation was extended to the management and staff for their cooperation during the audit period.

Recommendation to Council

That the Audit & Risk Committee receives the 2021/22 Audit New Zealand report to Council.

McMillan/Wilson

Carried

Business transacted with the public excluded – 1.40pm

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

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
5	Audit & Risk Committee minutes	Section 7(2)(a)	Protection of privacy of natural persons
6	Health & Safety	Section 7(2)(a)	Protection of privacy of natural persons

McMillan/Wilson

Carried

The meeting concluded at 3.49pm.

Ashburton District Council
EA Networks Centre - Income & Expenditure Report
for period ending 31 May 2023

A Networks Centre - Income & Expenditure Report for period ending 31 May 2023																			Default		Retail		Room Rental/Events				Aquatic				Fitness				Grand Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Audit and Risk Committee

Terms of Reference

Purpose

The purpose of the Audit & Risk Committee is to provide oversight of Council's audit processes, statutory compliance and internal risk management in a manner that promotes the current and future interests of the community (Local Government Act 2002).

Membership

Membership of the Committee comprises:

- Cr Russell Ellis (Chair)
- Cr Leen Braam (Deputy Chair)
- Cr Carolyn Cameron
- Cr Liz McMillan
- Cr Richard Wilson
- External appointee – Murray Harrington
- Mayor, Neil Brown (ex-officio)

The quorum is four members.

Meeting Frequency

The Audit & Risk Committee will meet on a six-seven weekly cycle, or on an as-required basis as determined by the Chair and Group Manager Business Support.

Committee members shall be given not less than 5 working days' notice of meetings.

Delegations

The Audit & Risk Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

Sphere of business

- To receive and consider the project plan and timetable for the following projects –
 - Long Term Plan (LTP) and any amendments
 - Annual Plan & Budget
 - Annual Report and Audit
- To receive progress reports on the above projects, where appropriate, and review significant issues and risks arising.
- To establish and maintain effective relationships with Council's auditors, including meeting with the audit representatives regarding significant policy and planning processes as appropriate, reviewing the Annual Audit Plan, and considering matters of significance raised by Council's auditors and action required.
- To receive reports on all external party audits of any and all Council activities, and review significant issues and risks arising.

- To be the primary monitoring mechanism for Council's Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs) and shareholdings. Review the CCOs' draft statements of intent and advise CCOs of any comments.
- To provide overview of Council's performance management framework as included in the Council's LTP and Annual Plan documents.
- To provide overview of Council's statutory compliance and legal matters, monitoring any areas of statutory non-compliance.
- To provide overview of risk management and insurance. Review corporate risk assessment and internal risk management practices. Review insurance arrangements annually and monitor insurance claims.
- Monitor and review Health & Safety related matters. Participate in national risk management practices and implementation of risk management processes.
- To consider matters of organisational services in the area of Health & Safety.
- To receive the EA Networks Centre monthly income and expenditure reports, and any other matters directed to the Committee by Council. [\[21/06/23\]](#)

Reporting

The Audit & Risk Committee will report to the Council.

Reviewed

21/06/23