

# Audit and Risk Committee

## AGENDA

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### Notice of Meeting:

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

**Date:** Wednesday 10 August 2022  
**Time:** 1.30pm  
**Venue:** Council Chamber  
137 Havelock Street, Ashburton

### Membership

Chairperson	Leen Braam
Deputy Chairperson	John Falloon
Members	Carolyn Cameron Liz McMillan Stuart Wilson Murray Harrington (external appointee) Mayor Neil Brown (ex-officio)

## Audit & Risk Committee

Timetable	
1.00pm	Meeting commences

### ORDER OF BUSINESS

- 1 Apologies  
- Mayor Neil Brown
- 2 Extraordinary Business
- 3 Declarations of Interest

### Minutes

- |   |                                   |   |
|---|-----------------------------------|---|
| 4 | Audit & Risk Committee – 10/08/22 | 3 |
|---|-----------------------------------|---|

### Reports

#### Business transacted with the public excluded

- |   |   |      |
|---|---|------|
| 5 | Audit & Risk Committee – 10/08/22<br>Section 7(2)(a) Protection of privacy of natural persons | PE 1 |
| 6 | Health & Safety<br>Section 7(2)(a) Protection of privacy of natural persons                   | PE 2 |

21 September 2022

## Audit & Risk Committee

28 September 2022



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### 4. *Audit & Risk Committee Minutes*

Minutes of the Audit & Risk Committee meeting held on Wednesday 10 August 2022, commencing at 1.00pm, in the Council Chamber, 137 Havelock Street, Ashburton.

#### **Present**

Mayor Neil Brown, Councillors Leen Braam (Chair), Carolyn Cameron, John Falloon, Liz McMillan and Stuart Wilson.

Via MS Teams: Murray Harrington

#### **Also present:**

Councillors Angus McKay, Lynette Lovett and Diane Rawlinson

#### **In attendance**

Neil McCann (Acting CE/GM Service Delivery), Toni Durham (Acting GM Business Support), Jane Donaldson (GM Strategy & Compliance), Steve Fabish (GM Community Services), Sarah Mosley (Manager People & Capability), Erin Register (Finance Manager), Ian Soper (Open Spaces Manager), Julie Crahay (Safety & Wellness Lead) and Carol McAtamney (Governance Support).

Via MS Teams: Tania Paddock (Legal Counsel)

#### **Presentation**

Ernst & Young – Max Beckert and Rachael Gemming (1.40pm to 1.48pm)

#### **1 Apologies**

Nil.

#### **2 Extraordinary Business**

Nil.

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes – 22/06/22**

**That** the minutes of the Audit & Risk Committee meeting held on 22 June 2022, be taken as read and confirmed.

Falloon/Cameron

Carried

#### **5 Annual Report 2021/22 Project Plan**

**That** the Audit & Risk Committee receives the Annual Report Project Plan for 2021/22

Cameron/Mayor

Carried

**6 Local Government (Pecuniary Interest Register) Amendment Act**

1. **That** the Audit & Risk Committee receives the report on the Local Government (Pecuniary Interests Register) Amendment Act 2021.
2. **That** the Audit & Risk Committee recommends to Council that Council appoints the Governance Team Leader as the Registrar in accordance with section 54G(1) of the Local Government Act 2002

McMillan/Braam

Carried

**7 Playgrounds Compliance and Safety Audit**

It was noted that there is a swing located on Council land at the Hakatere Huts which should be included in compliance and safety audits going forward.

**That** the Audit & Risk Committee receives the playgrounds compliance and safety audit report.

Falloon/McMillan

Carried

**Business transacted with the public excluded – 1.36pm**

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:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>8</b>	<b>Audit &amp; Risk Committee minutes</b>	Section 7(2)(a)	Protection of privacy of natural persons
<b>9</b>	<b>Health &amp; Safety</b>	Section 7(2)(a)	Protection of privacy of natural persons
<b>10</b>	<b>Tax Advice</b>	Section 7(2)(g)	Maintain legal professional privilege
<b>11</b>	<b>Insurance Renewal</b>	Section 7(2)(h)	Commercial activities

Mayor/Wilson

Carried

The meeting concluded at 2.17pm.

# 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 Leen Braam (Chair)
- Cr John Falloon (Deputy Chair)
- Cr Carolyn Cameron
- Cr Liz McMillan
- Cr Stuart Wilson
- External appointee
- The 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

### **Reporting**

The Audit & Risk Committee will report to the Council.

### **Adopted**

*17/12/20*