



Minutes of a meeting of the Audit and
Risk Subcommittee held in the Council
Chamber on Thursday 14 October
2021, 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 Calvert welcomed Councillors, members of the public and staff to the meeting at 1:00 pm. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gavin Palmer (GM Operations), Amanda Vercoe (GM Governance, Culture and Customer), Dianne Railton (Governance Support), Rebecca Webster (Safety and Wellbeing Partner) and Nicole Ross (Manager People and Safety). Also present were Deloitte Auditors, Heide Rautjoki and Aveshin Govender.

1. APOLOGIES

No apologies were received.

2. PUBLIC FORUM

No public forum was held.

3. CONFIRMATION OF AGENDA

Resolution: Cr Wilson Moved, Cr Malcolm Seconded

Cr Calvert requested that the meeting would move into public excluded following 6. Actions, to accommodate the external auditors who were present and that all public excluded reports would be considered prior to moving back into public session for consideration of the remainder of the agenda.

MOTION CARRIED

4. CONFLICT OF INTEREST

No conflicts of interest were advised.

5. CONFIRMATION OF MINUTES

Resolution: Cr Malcolm Moved, Andrew Douglas Seconded

That the minutes of the (public portion of the) meeting held on 13 May 2021 be received and confirmed as a true and accurate record.

MOTION CARRIED

6. ACTIONS (STATUS OF COMMITTEE RESOLUTIONS)

Status report on the resolutions of the Audit and Risk Subcommittee was reviewed.

8. RESOLUTION TO EXCLUDE THE PUBLIC

Resolution: Cr Calvert Moved, Cr Noone Seconded:

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

- 3.1 Annual Report for the year ended 30 June 2021 and Audit Management Letter - 7(2)(c)(i)
- 3.2 Long-Term Plan 2021-31 Audit Management Letter - 7(2)(c)(i)
- 3.3 Managed Fund Report – June 2021 - 7(2)(b)(ii); 7(2)(c)(i); 7(2)(h)
- 3.4 Risk Report - 7(2)(e); 7(2)(j)
- 3.5 Fraud Risk - Assessment and Actions - 7(2)(e); 7(2)(j)
- 3.6 Insurance Disclosure Update - 7(2)(b)(ii); 7(2)(e); 7(2)(h)
- 3.7 Wilding Conifer Contract Management - 7(2)(g); 7(2)(e); 7(2)(h)

Cr Calvert also moved that Heidi Rautjoki and Aveshin Govender be permitted to remain at the meeting, after the public has been excluded, because of their knowledge of the Deloitte Annual Report Audit Management Letter and the Long-Term Plan Audit Management Letter. This knowledge would be of assistance in relation to the matter to be discussed and is relevant to that matter because they represent Deloitte.

MOTION 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
<p><i>Minutes of the 13 May 2021 Audit & Risk Subcommittee Public Excluded</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> <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 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 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><i>3.1 Annual Report for the year ended 30 June 2021 and Audit Management Letter</i></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>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.</p>
<p><i>3.2 Long-Term Plan 2021-31 Audit Management Letter</i></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>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.</p>
<p><i>3.3 Managed Fund – June 2021 Report</i></p>	<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); 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</p>	<p>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.</p>

	<p>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>	
<i>3.4 Risk Report</i>	<p>To avoid prejudice to measures that prevent or mitigate material loss to members of the public – Section 7(2)(e);</p> <p>To prevent the disclosure or use of official information for improper gain or improper advantage – Section 7(2)(j)</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>3.5 Fraud Risk – Assessment and Actions</i>	<p>To avoid prejudice to measures that prevent or mitigate material loss to members of the public – Section 7(2)(e);</p> <p>To prevent the disclosure or use of official information for improper gain or improper advantage – Section 7(2)(j)</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>Insurance Disclosure - Update</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 avoid prejudice to measures that prevent or mitigate material loss to members of the public –</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</p>

	Section 7(2)(e); To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)	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.
<i>Wilding Conifer Contract Management</i>	To maintain legal professional privilege – Section 7(2)(g); To avoid prejudice to measures that prevent or mitigate material loss to members of the public – Section 7(2)(e); To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)	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.

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The Audit and Risk Subcommittee reconvened at 4:00pm.

7. MATTERS FOR CONSIDERATION

7.1. Safety and Wellbeing Report

The report summarised progress towards the Safety and Wellbeing Team’s key strategic priorities and safety performance indicators for the period April 2021 – June 2021 (Quarter 4, 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.

Sarah Gardner highlighted the increasing concern about abuse to staff and that it is something the Subcommittee needs to be aware of. She advised there were eight reported incidents in the last quarter and police had to be involved for two of them. Cr Calvert asked if the report includes bullying, and Mrs Gardner replied that incidents of bullying would be managed through the HR Team and management, and therefore is not reported in the Safety and Wellbeing Report. Mrs Gardner said that she has zero tolerance of bullying. Rebecca Webster provided an update on Duress & Emergency Response training and Self-Safe Duress training that is available for staff, as well as other improvements that have been implemented. She advised that the Safety and Wellbeing Team are also looking at improved technology for workers in the field.

Resolution AR21-125: Cr Malcolm Moved, Cr Noone Seconded

That the Subcommittee:

- 1) **Receives** this report.

MOTION CARRIED

7.2. CS2137 Corporate Policy Overview

The report provided an overview of Council's organisational policies to the Audit and Risk Subcommittee. Nick Donnelly (GM Corporate Services) was present to speak to the report and respond to questions.

Resolution AR21-126: Cr Wilson Moved, Cr Noone Seconded

That the Audit and Risk Subcommittee:

- 1) **Receives** this report, noting that the legislative and risk considerations are inherent in the report.
- 2) **Requests** the Corporate Policy Overview Report be brought back to A&R Subcommittee quarterly.
- 3) **Requests** staff to develop a policy on contract management and bring back progress towards this to Audit and Risk Subcommittee early 2022.

MOTION CARRIED

7.3. GOV2130 External Review Actions Update

The report provided an update of the two significant external reviews that have been undertaken being the Section 24A RMA Investigation (the Skelton Review) and Consents Review and detailed any actions taken that address recommendations of the external reviews. Nick Donnelly (GM Corporate Services) was present to speak to the report and respond to questions.

Resolution AR21-127: Cr Wilson Moved, Cr Malcolm Seconded

That the Audit and Risk Subcommittee:

- 1) **Receives** this report.

MOTION CARRIED

9. CLOSURE

There was no further business and Chairperson Calvert declared the meeting closed at 5:07pm.



Chairperson

11 November 2021

Date