



Minutes of a meeting of the Audit and Risk Subcommittee held in
the Council Chamber at Level 2 Philip Laing House, 144 Rattray
Street, Dunedin on
Wednesday 3 June 2020, commencing at 10:00 am

Membership

Cr Hilary Calvert

(Chairperson)

Cr Andrew Noone

Mr Andrew Douglas

(Independent Member)

Cr Kevin Malcolm

Cr Kate Wilson

Welcome

Audit & Risk Subcommittee Chairperson Hilary Calvert welcomed Councillors, members of the public and staff to the meeting at 10 a.m.

For our future

1. APOLOGIES

There were no apologies.

2. ATTENDANCE

Sarah Gardner (Chief Executive)
Nick Donnelly (General Manager Corporate Services and CFO)
Gavin Palmer (General Manager Operations)
Sally Giddens (General Manager People, Culture and Communications)
Gwyneth Elsum (General Manager Policy, Strategy and Science)
Amanda Vercoe (Executive Advisor)
Liz Spector (Committee Secretary)

3. CONFIRMATION OF AGENDA

The agenda was confirmed as circulated.

4. CONFLICT OF INTEREST

No conflicts of interest were advised.

5. PUBLIC FORUM

No public forum was held.

6. CONFIRMATION OF MINUTES

Resolution

That the minutes of the (public portion of the) meeting held on 26 February 2020 be received and confirmed as a true and accurate record.

Moved: Cr Wilson
Seconded: Cr Kevin Malcolm
CARRIED

7. ACTIONS (STATUS OF COMMITTEE RESOLUTIONS)

There are no outstanding recommendation actions.

8. MATTERS FOR COUNCIL DECISION

Nick Donnelly, GM Corporate Services was present to answer questions on the report along with Deloitte representatives Heidi Raukjoki and Scott Hawkins. Several Councillors had questions related to the audit of Port Otago. Ms Rautjoki noted Audit NZ are the auditors for the Port and Deloitte works with them to determine some focuses of that audit. Cr Wilson had questions related to management override of controls. Ms Rautjoki noted this was covered in the Auditor General's auditing standards and much testing is done by Deloitte to ensure compliance.

Cr Calvert asked how ratepayers were informed of the Statement of Service Performance, which reports against the LTP. Ms Rautjoki said that would be up to the Council but the information is included in the Annual Report that is publicly available and on the Council's website.

There were no further questions and Chairperson Calvert asked for a motion.

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives** this report and the attached Deloitte Audit Planning Report.

Moved: Cr Noone
Seconded: Cr Kevin Malcolm
CARRIED

8.2. GOV1920 Annual Report timetable and matters under consideration

Nick Donnelly, GM Corporate Services was present to answer questions about the Annual Report timetable. After a general discussion, Chairperson Calvert asked for a motion to receive the report.

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives** this report.

Moved: Cr Wilson
Seconded: Cr Kevin Malcolm
CARRIED

9. MATTERS FOR NOTING

9.1. P&S1855 Health & Safety Report - June 2020

Rebecca Webster, Safety and Wellbeing Partner, and Nicole Ross, Manager People and Safety, were present to speak to the quarterly Health and Safety Report. Andrew Douglas asked Ms Webster what some of the learnings had been during the 8-week COVID-19 shutdown. Ms Webster said there had been a huge amount of work done in the health and safety space during the pandemic. She said much work had been done to get staff set up safely working from home as well as ensuring they felt connected to the workplace during the shutdown using electronic meetings. She also noted the weekly newsletter that went to all staff. She said the ORC was getting comfortable with the idea of more staff working flexibly and how this might look in the future.

Cr Wilson asked if the ORC was investigating the use of online monitoring of staff while they were working at home. Ms Webster said that no plans to use this type of monitoring was being considered. Chief Executive Sarah Gardner said the ORC was working particularly hard on the culture of trust in the organisation and she saw no reason to implement technology monitoring software.

Mr Douglas asked about incident reporting during the period. Ms Webster said there were some reported incidents, but as most people were working from home, it had been a relatively low number. Cr Malcolm asked if there was trend reporting for Health and Safety. Ms Webster noted there had been previous inconsistencies in health and safety reporting and she is working to improve this. She said the ORC is looking to update its safety system to obtain more meaningful data in the future.

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

Resolution

That the Audit and Risk Subcommittee:

- 1) **Receives** this report.

Moved: Cr Wilson
 Seconded: Cr Noone
 CARRIED

10. RESOLUTION TO EXCLUDE THE PUBLIC

Resolution

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

- 4.1 Managed Fund Report March 2020
- 4.2 Risk Report
- 4.3 Insurance Renewal

Moved: Cr Wilson
 Seconded: Andrew Douglas
 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
4.1 <i>Managed Fund Report March 2020</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 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); and, 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.

<p>4.2 <i>Risk Report</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); and, 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); and, To avoid prejudice to measures that prevent or mitigate material loss to members of the public – Section 7(2)(e)</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>4.3 <i>Insurance Renewal</i></p>	<p>To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h), and, 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); 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>

11. CLOSURE

The meeting was declared closed at 12:06 pm.



 Chairperson Calvert

23 Sept 2020

 Dated