

**MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL'S
AUDIT AND RISK COMMITTEE
HELD IN NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING,
1 DUNORLING STREET, ALEXANDRA
ON FRIDAY, 1 OCTOBER 2021 AT 9.31 AM**

PRESENT: Ms L Robertson (Chair), His Worship the Mayor T Cadogan, Cr N Gillespie (via Microsoft Teams), Cr S Jeffery, Cr N McKinlay

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), L Fleck (Executive Manager People and Culture), S Righarts (Chief Advisor), A Crosbie (Senior Strategy Advisor), G Tetlow (Acting Information Services Manager), J McCallum (Roading Manager), A McDowall (Finance Manager), G McFarlane (Business Risk and Procurement Manager), R Williams (Governance Manager)

1 APOLOGIES

An apology was received from Cr I Cooney.

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: Jeffery

That the public minutes of the Audit and Risk Committee Meeting held on 4 June 2021 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no additional declarations of interest.

Note: The meeting adjourned at 9.37 am and reconvened at 9.46 am due to technical issues.

Note: Cr Gillespie joined the meeting at 9.46 am.

5 REPORTS FOR INFORMATION

Note: Matthew Wilson (National Council's Regional Manager – Local Government Practice) and Deanna Macdonald (Operations Manager – Local Government Risk Practice) from Aon joined the meeting via Microsoft Teams for item 21.3.2.

Note: Cr Gillespie left the meeting at 9.59 am.

21.3.2 INSURANCE UPDATE

To provide an overview on the status of Central Otago District Council insurances and the New Zealand insurance market.

The Business Risk and Procurement Manager, along with the representatives from Aon spoke to a presentation about Council's insurance programme before responding to questions.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: Jeffery

That the report be received.

CARRIED

21.3.3 LEGISLATIVE COMPLIANCE WARRANT OF FITNESS

To receive the 2021 Legislative Compliance Warrant of Fitness.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: Jeffery

That the report be received.

CARRIED

Note: Cr Gillespie returned to the meeting at 10.37 am.

21.3.4 POLICY AND STRATEGY REGISTER

To receive the updated Policy and Strategy Register. It was noted that the staff delegations manual had not been to the previous meeting as noted in the report and would be brought to the December meeting.

It was noted that soft reviews of policies that Audit and Risk had the responsibility for should be brought to the Committee.

COMMITTEE RESOLUTION

Moved: Robertson

Seconded: Jeffery

That the report be received.

CARRIED

21.3.5 AUDIT NZ AND INTERNAL AUDIT UPDATE

To provide an update on the status of the external and internal audit programme and any outstanding actions for completed internal and external audits.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: McKinlay

That the Audit and Risk Committee receives the report.

CARRIED

21.3.6 RISK REGISTER

To consider an update on the Risk Register.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

21.3.7 PROTECTION OF INFORMATION AND INFORMATION SYSTEMS (CYBER SECURITY) POLICY AND STANDARDS SOFT REVIEW

To receive an update on the soft review carried out on the Protection of Information and Information Systems series of policies.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

21.3.8 CYBER SECURITY PLAN 2018-2021 UPDATE

To consider an update on the 2018-2021 Cyber Security Plan.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

Note: Cr McKinlay left the meeting at 11.18 am and returned at 11.21 am.

**21.3.9 WAKA KOTAHI NEW ZEALAND TRANSPORT AGENCY TECHNICAL INVESTMENT
AUDIT OF CENTRAL OTAGO DISTRICT COUNCIL**

To report on the Technical Investment Audit of the Central Otago District Council undertaken by Waka Kotahi New Zealand Transport Agency in October 2020.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

21.3.10 HEALTH, SAFETY AND WELLBEING REPORT

To provide information on key health and safety risks and the measures in place to mitigate those risks at the Central Otago District Council.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

6 CHAIR'S REPORT**21.3.11 OCTOBER 2021 CHAIR'S REPORT**

There was no update from the Chair.

7 MEMBERS' REPORTS**21.3.12 OCTOBER MEMBERS' REPORTS**

The Mayor provided an update on the Three Waters Reform process to date and also suggested that summary of procurement activity was provided to the December meeting.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the reports be received.

CARRIED

8 STATUS REPORTS**21.3.13 OCTOBER GOVERNANCE REPORT**

To report on items of general interest, consider the Audit and Risk Committee's forward work programme and the current status report updates.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the report be received.

CARRIED

9 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 3 December 2021.

10 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Jeffery

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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 for the passing of this resolution |
|--|--|--|
| Confidential Minutes of the Audit and Risk Committee | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary 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.</p> <p>s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public.</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege.</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.)</p> | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |
| 21.3.14 - Review of the draft non-audited Annual Report 2020/21 | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |
| 21.3.15 - August 2021 cyber security critical incidents | s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting |

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| | official information for improper gain or improper advantage | would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| 21.3.16 - Update on progress of Lake Dunstan Water Supply and Clyde Wastewater Projects and risks to the wider water and wastewater capital works programme | s7(2)(b)(ii) - the withholding of the information is necessary 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 | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |
| 21.3.17 - Litigation Register | s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |
| 21.3.18 - Ombudsman Investigation Outcome | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |
| 21.3.19 - October 2021 Confidential Governance Report | s7(2)(c)(ii) - the withholding of the information is necessary 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 s7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public | s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7 |

CARRIED

The public were excluded at 11.39 am and the Meeting closed at 12.48 pm.