

**MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE  
HELD IN NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,  
ALEXANDRA AND LIVE STREAMED VIA MICROSOFT TEAMS ON FRIDAY, 29 SEPTEMBER  
2023 AT 9.30 AM**

**PRESENT:** Ms L Robertson (Chair), Cr T Alley, His Worship the Mayor T Cadogan,  
Cr N Gillespie (via Teams)

**IN ATTENDANCE:** Cr S Feinerman (Observer), P Kelly (Chief Executive Officer), L Fleck  
(General Manager – People and Culture), L Webster (Acting Group Manager -  
Planning and Infrastructure), N McLeod (Acting Group Manager - Business  
Support), D Rushbrook (Group Manager - Community Vision), D Scoones  
(Group Manager - Community Experience), S Finlay (Chief Financial Officer),  
A Lines (Risk and Procurement Manager), C Martin (Project Manager –  
Organisational), H Strydom (Health, Safety and Wellbeing Officer),  
W McEnteer (Governance Manager)

## **1 APOLOGIES**

### **APOLOGY**

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#### **COMMITTEE RECOMMENDATION**

**Moved:** Robertson

**Seconded:** Cadogan

That the apology received from Cr Paterson be accepted.

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## **2 PUBLIC FORUM**

There was no public forum.

## **3 CONFIRMATION OF MINUTES**

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#### **COMMITTEE RESOLUTION**

**Moved:** Robertson

**Seconded:** Cadogan

That the public minutes of the Audit and Risk Committee Meeting held on 2 June 2023 be confirmed  
as a true and correct record.

**CARRIED**

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## **4 DECLARATIONS OF INTEREST**

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

## 5 REPORTS

### 23.3.2 POLICY REGISTER UPDATE

To consider the June Policy Register update.

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#### COMMITTEE RESOLUTION

**Moved:** Robertson

**Seconded:** Cadogan

That the report be received.

**CARRIED**

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### 23.3.3 POLICY AND STRATEGY REGISTER

To consider the Policy and Strategy Register.

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#### COMMITTEE RESOLUTION

**Moved:** Robertson

**Seconded:** Cadogan

That the report be received.

**CARRIED**

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### 23.3.4 REVISED RISK MANAGEMENT POLICY

To consider the adoption of the revised Risk Management Policy.

After discussion it was agreed to recommend the revised Risk Management Policy to Council with the following amendments:

- On p.56, in the risk framework there is no mention of council, which should be added
  - On p.60, in Risk Appetite add a footnote to explain that '*work is yet to be done on understanding risk appetite and tolerance levels for Key Risks and will be done as part of implementation.*'
  - On p.65, in the paragraph there is reference to PAR, which should be changed to Audit and Risk.
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#### COMMITTEE RESOLUTION

**Moved:** Robertson

**Seconded:** Cadogan

That the Audit and Risk Committee

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council the adoption of the revised Risk Management Policy subject to amendments.

**CARRIED**

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### 23.3.5 REVISED PROCUREMENT POLICY

To consider the amendments made to the Procurement Policy.

After discussion it was agreed to recommend the revised Procurement Policy to Council with the following amendments:

- On p. 140, amend value for money to include 'whole of life' cost.
- On p.141, an explanation of who Aukaha are and do, was needed for those unfamiliar with the organisation.
- On p.143, the wording in bullet point 3, replace '*quotation*' with '*obtaining*'.
- On p.144, reference to directors should be changed to singular.
- It was noted that the incorrect logo was used in the document.

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#### COMMITTEE RESOLUTION

**Moved:** Robertson  
**Seconded:** Cadogan

That the Audit and Risk Committee

- Receives the report and accepts the level of significance.
- Recommends to Council that the revised Procurement Policy be adopted subject to amendments.

**CARRIED**

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### 23.3.6 PROGRESS IN THE PREPARATION OF THE 2024-34 LONG-TERM PLAN

To update the Committee on the progress in preparing the 2024-34 Long-term Plan.

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#### COMMITTEE RESOLUTION

**Moved:** Robertson  
**Seconded:** Cadogan

That the Audit and Risk Committee:

- Receives the report and accepts the level of significance.
- Notes the progress in the preparation of the 2024-34 Long-term Plan.

**CARRIED**

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### 23.3.7 HEALTH, SAFETY AND WELLBEING REPORT

To provide the Audit & Risk Committee with an update on the health, safety and wellbeing performance of the organisation.

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#### COMMITTEE RESOLUTION

**Moved:** Robertson  
**Seconded:** Cadogan

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That the report be received.

**CARRIED**  
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## **6 CHAIR'S REPORT**

### **23.3.8 CHAIR'S REPORT**

To consider the Chair's report:

The Chair reported on the following:

- Acknowledged the Audit and Risk committee members (past and present) and the management team, and noted that she had enjoyed her time as Chair. She recognised the journey and development that had taken place in this space.
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#### **COMMITTEE RESOLUTION**

**Moved:** Robertson

**Seconded:** Cadogan

That the report be received.

**CARRIED**  
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## **7 MEMBERS' REPORTS**

### **23.3.9 MEMBERS' REPORTS**

To consider the members' reports:

His Worship the Mayor reported on the following:

- His Worship the Mayor thanked Ms Robertson for her work as Chair of the Audit and Risk Committee. He noted that the council had come a long way in terms of their audit and risk procedures and thanked Ms Robertson for her guidance as Chair.

Cr Alley reported on the following:

- Noted the increase on cost for audit and queried whether some of those costs could be negotiated.

Cr Gillespie reported on the following:

- Joined His Worship in thanks to Ms Robertson for her time as Chair of the Audit and Risk Committee.
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#### **COMMITTEE RESOLUTION**

**Moved:** Robertson

**Seconded:** Cadogan

That the reports be received.

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**CARRIED**

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**8 STATUS REPORTS****23.3.10 SEPTEMBER 2023 GOVERNANCE REPORT**

To report on items of general interest and the current status report updates.

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**COMMITTEE RESOLUTION**

**Moved:** Robertson

**Seconded:** Cadogan

That the report be received.

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**CARRIED**

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**9 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 8 December 2023.

**10 RESOLUTION TO EXCLUDE THE PUBLIC**

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**COMMITTEE RESOLUTION**

**Moved:** Robertson

**Seconded:** Cadogan

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>Confidential Minutes of Ordinary Committee Meeting</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege  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)  s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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

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<b>23.3.11 - Cybersecurity, Information and Records Management, and Privacy Plans for 2022-2025 Implementation Update</b>	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
<b>23.3.12 - Update on the Development of Internal Audit Programme</b>	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
<b>23.3.13 - Review of the Draft Non-Audited 2022/23 Annual Report</b>	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
<b>23.3.14 - Key Risk Register Update</b>	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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
<b>23.3.15 - Litigation Register</b>	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

**CARRIED**

The public were excluded at 10.54 am and the meeting closed at 12.26 pm.