

**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 THURSDAY, 3 OCTOBER 2024 AT 9.30
AM**

PRESENT: Mr B Robertson (Chair), Cr T Alley (via Microsoft Teams), His Worship the Mayor T Cadogan, Cr S Feinerman, Cr T Paterson

IN ATTENDANCE: Cr S Browne, P Kelly (Chief Executive Officer), S Righarts (Group Manager - Business Support) (via Microsoft Teams), J Muir (Group Manager – Three Waters), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), A Crosbie (Senior Policy Advisor), A Lines (Risk and Procurement Advisor), P Bain (Water Services Customer and Compliance Team Leader), V Moss (Executive Assistant – Business Support)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the public minutes of the Audit and Risk Committee Meeting held on 7 June 2024 be confirmed as a true and correct record.

CARRIED

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

Note: Chantelle Gernetzky from Audit New Zealand joined the meeting for item 24.3.2.

24.3.2 AUDIT NZ AND INTERNAL AUDIT UPDATE

To consider 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: Paterson
Seconded: Feinerman

That the report be received.

CARRIED

Note: The meeting was adjourned from 9.45 am and returned at 9.50 am.

24.3.3 POLICY AND STRATEGY REGISTER

To consider the updated Policy and Strategy Register.

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Paterson

That the report be received.

CARRIED

24.3.4 STAFF INTERESTS POLICY

To consider the revisions made to the Staff Interests Policy in line with its scheduled review.

After discussion, it was noted that the tone should change from conflicts of interest to just interests. In Addition there were two items were noted:

- On p.69 of the agenda, it was noted that the text was procurement centric and that it should be changed to interests more generally.
 - On p.71 of the agenda, the text should include comment that staff should work with their manager to mitigate their interests.
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COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Feinerman

That the Audit and Risk Committee

- Receives the report and accepts the level of significance.
- Recommends to Council that the revised Staff Interests Policy is approved.

CARRIED

24.3.5 HEALTH, SAFETY AND WELLBEING REPORT

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

COMMITTEE RESOLUTION

Moved: Cadogan
Seconded: Paterson

That the report be received.

CARRIED

24.3.6 2025-34 LONG-TERM PLAN PROGRAMME UPDATE

To update the Committee on the preparation of the 2025-34 Long-term Plan.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Paterson

That the report be received.

CARRIED

24.3.7 GIFT AND HOSPITALITY REGISTER

To consider the gift and hospitality register.

COMMITTEE RESOLUTION

Moved: Paterson
Seconded: Cadogan

That the report be received.

CARRIED

Note: Miles O'Connor from Bancorp joined the meeting for item 24.3.8.

24.3.8 TREASURY REPORT

To consider the quarterly treasury report.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Paterson

That the report be received.

CARRIED

Note: The meeting adjourned at 11.36 am and resumed at 11.45 am.

24.3.9 DRINKING WATER COMPLIANCE

To consider Central Otago District Council's (CODC) compliance with the Drinking Water Quality Assurance Rules 2022 (DWQAR).

COMMITTEE RESOLUTION

Moved: Paterson
Seconded: Feinerman

That the Audit and Risk Committee

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council that quarterly updates be provided on progress to achieve improved compliance.

CARRIED

Note: Derek Shaw from Civil Defence Emergency Management joined the meeting for item 24.3.10.

24.3.10 UPDATE FROM CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM)

To consider an update from Civil Defence Emergency Management (CDEM).

Mr Shaw gave a verbal update on recent CDEM activities before responding to questions.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the report be received.

CARRIED

24.3.11 STATUS REPORTS FOR CROMWELL RISING MAIN AND CROMWELL DRINKING WATER UPGRADE

To consider status reports for the Cromwell Rising Main and Cromwell Drinking Water Upgrade projects.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the reports be received.

CARRIED

24.3.12 STATUS UPDATE FOR CLYDE STREET AND WATER UPGRADE

To consider an update on the Clyde Street and Water Upgrade.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the reports be received.

CARRIED

24.3.13 CAPEX REPORT ON CROMWELL MEMORIAL HALL

To provide capex updates on the Cromwell Memorial Hall Project.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the report be received.

CARRIED

6 CHAIR'S REPORT

24.3.14 CHAIR'S REPORT

To consider the Chair's report.

The Chair reflected on the increase in risk that came with change, which included changes in personnel.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Cadogan

That the report be received.

CARRIED

7 MEMBERS' REPORTS

24.3.15 MEMBERS' REPORTS

To consider the members' reports.

His Worship the Mayor reflected on his recent announcement of his intention to resign.

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Paterson

That the reports be received.

CARRIED

8 STATUS REPORTS

24.3.16 OCTOBER 2024 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Feinerman

That the report be received.

CARRIED

9 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 6 December 2024.

10 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Robertson
Seconded: Feinerman

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	Plain English Reason
Confidential Minutes of Ordinary Committee Meeting	7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of	Legal professional privilege To prevent use of the information for improper gain or advantage

	official information for improper gain or improper advantage s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To Protect a Person's Privacy
24.3.17 - Cybersecurity, Information and Records Management and Privacy Plans for 2022-2025 Implementation Update	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	To prevent use of the information for improper gain or advantage
24.3.18 - Review of the Draft Non-Audited 2023-24 Annual Report	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)	To enable commercial or industrial negotiations
24.3.19 - Procurement of Three Waters Operations Physical Works	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	Commercial sensitivity
24.3.20 - Risk Management Update	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	To prevent use of the information for improper gain or advantage
24.3.21 - Litigation Register	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	Legal professional privilege

CARRIED

The public were excluded at 12.31 pm and the meeting closed at 2.05 pm.