



AUDIT AND RISK COMMITTEE MINUTES

MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD VIA ZOOM ON THURSDAY 7 MAY 2020 COMMENCING AT 1.00 PM

In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members attended the meeting via Zoom due to COVID-19 restrictions.

1. **NGĀ WHAKAPAAHA APOLOGIES**

Chairperson: Rachael Dean
Members: His Worship the Mayor Cr Neale
Cr Hart Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the apology from Kw Tumahai be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; T. Cook, Regulatory Services Manager; D.M. Maitland; Executive Assistant and Council Secretary; E. Rae, Strategy and Communications Advisor; L. Sparks, Group Manager: District Assets.

2. **WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST**

The Interest Register had been circulated via Microsoft Teams.

3. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF COMMITTEE MEETING**

The Minutes of the Inaugural Meeting of the Audit and Risk Committee meeting held on the 17 March 2020 had been circulated via Microsoft Teams.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the Minutes of the Inaugural meeting of the Audit and Risk Committee be confirmed as a true and correct record of the meeting.

4. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Quarter 3 Financial Report as at 31 March 2020**

The Group Manager: Corporate Services and Strategy and Communications Advisor spoke to the report. The purpose of the report is for the Committee to review the performance of Council as at December 2019.

- Council has drawn down \$1 million in short term debt funding from LGFA following treasury advice from PwC. This is to be repaid by 28 May 2020.
- Forecast debt balance could be overstated. Council has completed all the budgeted work, therefore it is likely the debt balance will be less than forecast at the end of the financial year.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the Audit and Risk Committee receives the Quarter 3 Financial Report as at 31 March 2020.

- **Update on Audit Recommendations – Year ended 30 June 2019**

The Group Manager: Corporate Services spoke to this item. The purpose of the report is to present the Committee with an update on the actions being taken on recommendations in the Audit Management Report for the year ended 30 June 2019 by Audit New Zealand.

Since the report had been written, District Assets have been able to provide comments on their topics and these will be included in the response to Audit New Zealand.

Moved Rachael Dean, seconded Cr Hart and **Resolved** that the Audit and Risk Committee receives the update on the Audit recommendations for the year ended 30 June 2019.

- **Health and Safety – Verbal Update**

The Regulatory Services Manager spoke regarding how COVID-19 has impacted on Council with most staff working from home during Level 4 and no inspections or unnecessary works taking place. Any staff required to be in the office as emergency staff, have kept appropriate physical distancing. During this period of time, there has been no health and safety incidents reported for staff.

Appropriate PPE equipment has been provided throughout the organisation. Regulatory team members involved in inspections from Level 3 have guidelines to ensure social distancing and health and safety for staff who are out in the community.

Kw Madgwick discussed the incident involving a cyclist on the West Coast Wilderness Trail. The Chief Executive advised that there is a full review undertaken in relation to the incident. Kw Madgwick asked that the Audit and Risk Committee circulate a copy of the full report when completed.

Moved Rachael Dean, seconded His Worship the Mayor and **Resolved** that the verbal update regarding Health and Safety be received.

5. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Rachael Dean, seconded His Worship the Mayor and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.23 pm.

The general subject of the matters to be considered while the public are 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 the resolution are as follows:

Item No.	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
1.	Confidential Minutes – 17 March 2020	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)
2.	Health and Safety Report	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)
3.	Risk Register	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)

4.	Tender Evaluations	Good reasons to withhold exist under Section 7	That 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 or withholding exists. Section 48(1)(a)
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This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

tem No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a)).
1, 2, 3, 4	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
1, 2, 3, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i)).

NOTE: Items 2,3,4 were not listed above on the publically released Agenda due to an administrative error. These items were included as part of the agenda in confidential committee part of the meeting.

Moved Rachael Dean, seconded Cr Neale and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 1.44 pm.

**DATE OF NEXT AUDIT AND RISK COMMITTEE MEETING
6 AUGUST 2020
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.44 PM

Confirmed by:



Rachael Dean
Chair

Date: 06.08.20