

**MINUTES OF CARTERTON DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON
ON WEDNESDAY, 12 MAY 2021 AT 9:30AM**

PRESENT: Chair Philip Jones, Deputy Chair Robyn Cherry-Campbell, Mayor Greg Lang, Deputy Mayor Rebecca Vergunst, Marae Representative Charmaine Kawana, Marae Representative Marty Sebire

IN ATTENDANCE: Cr Rob Stockley, Cr Brian Deller, Cr Steve Cretney, Cr Jill Greathead, Jane Davis (Chief Executive), Dave Gittings (Infrastructure, Services and Regulatory Manager), Glenda Seville (Community Services Manager), Geri Brooking (People and Wellbeing Manager), Matt Chapman (Projects and Contract Officer), Elisa Brown (Communications and Engagement Coordinator), Jody Dalziel (Health, Safety and Wellbeing Advisor), Sheree Dewbery (Executive Assistant), Erin Collins (Democratic Services), John Whittal (Audit NZ by video link), Dale Williams.

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Marae Representative Marty Sebire.

2 APOLOGIES

There were no apologies received.

3 CONFLICTS OF INTERESTS DECLARATION

Cr Brian Deller, Item 6.3.

4 PUBLIC FORUM

Ron Shaw, Carterton resident, addressed the Committee in relation to Agenda Item 6.4.

Mike Osborne, Carterton resident, addressed the Committee in relation to Agenda Item 6.4.

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 3 MARCH 2021

MOVED

That the Minutes of the Audit and Risk Committee Meeting held on 3 March 2021 are true and correct, with two amendments made to the attendance list.

Deputy Chair Robyn Cherry-Campbell / Mayor Greg Lang

CARRIED

6 REPORTS

6.1 AUDIT NEW ZEALAND REPORT ON THE 2019/20 ANNUAL REPORT

PURPOSE

To present the report prepared by Audit New Zealand on the 2019/20 Annual Report for the Committee's consideration.

MOVED

That the Committee:

Receives the report.

Notes the Management comment.

It is recommended to Council that the Mayor's claims and expenses be approved by the Chief Executive and the Deputy Chair of the Audit and Risk Committee.

Recommends a list of proposed actions and progress towards the recommendations, as outlined in the Audit NZ Management Letter, be presented at all scheduled Audit and Risk Committee meetings.

Chair Philip Jones / Deputy Mayor Rebecca Vergunst

CARRIED

6.2 POTABLE WATER TRANSGRESSIONS

PURPOSE

For the Committee to be informed of the actions taken following the recent potable water transgressions.

MOVED

That the Committee:

Receives the report.

Notes the events in relation to elevated E-coli in the Carterton drinking water supply.

Notes the responses to the E-coli, and **agrees** the responses were appropriate for the circumstances.

Notes the Frederick Street treatment plant upgrade and the further steps being taken will enable the Council to meet the Drinking Water Standards.

Acknowledges staff for their response to the potable water transgressions and the manner in which communications were managed.

Deputy Chair Robyn Cherry-Campbell / Deputy Mayor Rebecca Vergunst

CARRIED

6.3 WASTEWATER TREATMENT PLANT UPGRADE PROJECT UPDATE

PURPOSE

For the committee to receive an update on the progress with the wastewater treatment plant upgrade project.

The meeting adjourned 10:57am and restarted at 11:05am.

MOVED

That the Committee:

Receives the report.

Notes the progress and timelines associated with the project and the financial results.

Agrees that an independent review of this project be undertaken at an appropriate time with a scope being brought back to the next Audit and Risk Committee meeting.

Chair Philip Jones / Mayor Greg Lang

CARRIED

6.4 REVIEW OF CLOCKTOWER EARTHQUAKE STRENGTHENING PROCESS

PURPOSE

For the committee to receive a report on the procurement and contract management process to earthquake strengthen the Carterton Clocktower.

MOVED

That the Committee:

Receives the report.

Notes the review of the clocktower procurement and contract management process.

Recommends as part of the Wastewater Treatment Plant project review to include advice on appropriate levels of investigation for different types of projects.

Chair Philip Jones / Deputy Mayor Rebecca Vergunst

CARRIED

Chair Philip Jones left the meeting at 12:37pm and Deputy Chair Robyn Cherry-Campbell continued as Chair.

6.5 IT SECURITY COMPROMISED ON INTERNAL COUNCIL SYSTEMS

PURPOSE

For the committee to be aware of an information technology security issue that has occurred and the implications.

MOVED

That the Committee:

Receives the report.

Notes that IT security is an ongoing exercise against a moving target.

Requests that the Chief Executive considers IT Security Risks in the Risk Register and brings advice back to the next Audit and Risk Committee Meeting.

Deputy Chair Robyn Cherry-Campbell / Mayor Greg Lang

CARRIED

6.6 HEALTH, SAFETY AND WELLBEING REPORT**PURPOSE**

This report is to update the Audit and Risk Committee on recent health, safety and wellbeing (HS&W) activities.

MOVED

That the Committee:

Receives the report.

Notes the health, safety and wellbeing activities being undertaken.

Deputy Mayor Rebecca Vergunst / Deputy Chair Robyn Cherry-Campbell

CARRIED

6.7 RISK REGISTER UPDATE**PURPOSE**

To advise the Audit and Risk Committee on changes to the Carterton District Council Risk Register.

MOVED

That the Committee:

Receives the report.

Notes the changes to the Risk Register, in Attachment 1.

Deputy Chair Robyn Cherry-Campbell / Deputy Mayor Rebecca Vergunst

CARRIED

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a Karakia led by Marae Representative Charmaine Kawana.

The Meeting closed at 12:57pm.

Minutes confirmed:

Date: