

**MINUTES OF CARTERTON DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD VIA ZOOM
ON WEDNESDAY, 18 AUGUST 2021 AT 9:32AM**

PRESENT: Philip Jones (Chair), Cr Robyn Cherry-Campbell (Deputy Chair), Mayor Greg Lang, Cr Dale Williams

IN ATTENDANCE - ELECTED MEMBERS:

Cr Brian Deller, Cr Rob Stockley, Cr Jill Greathead, Cr Steve Cretney

IN ATTENDANCE - COUNCIL STAFF:

Geoff Hamilton (Chief Executive), Dave Gittings (Infrastructure, Planning and Regulatory Manager), Geri Brooking (People and Wellbeing Manager), Kelly Vatselias (Corporate Services Manager), Elisa Brown (Communications and Engagement Advisor), Sheree Dewbery (Executive Assistant to Mayor and Chief Executive), Serah Pettigrew (Democratic Services Coordinator)

1 KARAKIA TIMATANGA

The meeting was opened with a karakia led by Deputy Chair Cr Robyn Cherry-Campbell.

2 APOLOGIES

Apologies were received from Cr Rebecca Vergunst, Charmaine Kawana (Marae Representative), and Marty Sebire (Marae Representative).

MOVED

That the apologies be accepted.

Deputy Chair Cr Robyn Cherry-Campbell / Chair Philip Jones

CARRIED

LATE AGENDA ITEM

A late report was received from Dave Gittings for the Three Waters review update (item 6.8 on the agenda).

MOVED

That the late report be accepted.

Chair Philip Jones / Deputy Chair Cr Robyn Cherry-Campbell.

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest.

4 PUBLIC FORUM

There was no public forum.

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 12 MAY 2021

No comments.

MOVED

That the minutes of the Audit and Risk Committee Meeting held on 12 May 2021 are true and correct.

Cr Dale Williams/ Deputy Chair Cr Robyn Cherry-Campbell.

CARRIED

6 REPORTS

6.1 PROJECT REVIEWS CLOCKTOWER AND WASTEWATER RESERVOIRS

PURPOSE

For the Audit and Risk Committee to agree on the scope of the Project Reviews and skills of the reviewer, for the wastewater treatment pond upgrade, and earthquake strengthening of the Carterton Clock Tower, in line with resolutions at the previous Audit and Risk meeting held on 12 May 2021 which were:

***Agrees** that an independent review of the wastewater treatment pond upgrade project be undertaken with a scope being brought back to the next Audit and Risk Committee meeting.*

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

NOTED

1. The Review is up to the completion of Stage 2.
2. The Expressions of interests for the review should be sent out now, in preparation for the completion of Stage 2.

MOVED

That the Committee:

1. **Receives** the report.
2. **Agreed** that an independent review of the Wastewater Treatment Pond upgrade and Clock Tower earthquake strengthening projects be undertaken as set out above.

Deputy Chair Cr Robyn Cherry-Campbell / Cr Dale Williams

CARRIED**6.2 HEALTH, SAFETY AND WELLBEING UPDATE****PURPOSE**

To update the Audit and Risk Committee on recent health, safety and wellbeing (HS&W) activities.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the health, safety and wellbeing activities described in this report.

Deputy Chair Cr Robyn Cherry-Campbell / Cr Dale Williams

CARRIED**6.3 ANNUAL REPORT TIMELINE****PURPOSE**

To update the Committee on the timeline for the preparation and adoption of the 2020/21 Annual Report.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the proposed 2020/21 Annual Report timeline.

Mayor Greg Lang / Deputy Chair Cr Robyn Cherry-Campbell

CARRIED

6.4 TREASURY REPORT AS AT 31 JULY 2021**PURPOSE**

To provide the Committee with an update on the current Treasury position.

Agreed to set up a workshop of the full Council with a representative from LGFA to provide more information on borrowing before a decision is made by elected members as to whether Council becomes a guarantor.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the current treasury position and compliance with policy.

Cr Dale Williams / Deputy Chair Cr Robyn Cherry-Campbell

CARRIED**6.5 PROGRESS ON AUDIT NZ RECOMMENDATIONS****PURPOSE**

To update the Committee on the progress achieved to date responding to the recommendations presented by Audit NZ, arising from their previous audits.

MOVED

That the Committee:

1. **Receives** the report.
2. **Noted** the progress being made to meet the recommendations made by Audit New Zealand.

Chair Philip Jones / Cr Dale Williams.

CARRIED

6.6 RISK REGISTER UPDATE

PURPOSE

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

MOVED

That the Council/Committee:

1. **Receives** the report.
2. **Noted** the changes to the Risk Register in Attachment 1.

Deputy Chair Cr Robyn Cherry-Campbell / Mayor Greg Lang

CARRIED

6.7 CHIEF EXECUTIVE KEY RESULT AREAS 2021/2022

PURPOSE

For the Audit and Risk Committee to set the Chief Executive's 2021/2022 Key Result Areas.

MOVED

That the Committee:

1. **Receives** the report.
2. **Agreed** to the Chief Executive's Key Result Areas and Performance Measures for 2021/2022 with the following *amendment*.
 - Strategy, Planning and Reporting
 - CURRENT: Evaluate current operations and practices and present an Issues and Strategy paper to Council **within 90 days**.
 - AMENDMENT: Evaluate current operations and practices and present an Issues and Strategy paper to Council **immediately after the first 90 days**.
3. **Agreed** that an interim review of the Chief Executive's performance be undertaken in February 2022.
4. **Agreed** that a full review of the Chief Executive's performance be undertaken in October 2022.

Mayor Greg Lang / Cr Dale Williams

CARRIED

6.9 LATE REPORT – THREE WATERS REVIEW UPDATE

PURPOSE

To update the Committee on the Three Waters review request from Local Government New Zealand, Taituarā (LGNZ) and Te Tari Taiwhenua Internal Affairs (DIA).

MOVED

That the Committee:

1. **Receives** the report.

Mayor Greg Lang / Deputy Chair Cr Robyn Cherry-Campbell

CARRIED

Agreed to set up a workshop to discuss the issues and risks with the Three Waters Reforms, in order to assist in providing feedback to LGNZ and DIA.

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a karakia led by Deputy Chair Cr Robyn Cherry-Campbell.

The Meeting closed at 10:41am

Minutes confirmed:

18 November 2021

Date: