



## **Assurance and Risk Committee Minutes from 3 May 2023**

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<b>Present:</b>	Bruce Robertson (Independent Chair), Mayor Martin Connelly (from 12:45pm), Deputy Mayor Melissa Sadler-Futter and Councillor Alistair Plimmer.
<b>Apologies:</b>	Councillors Kaye McAulay and Aidan Ellims; Harry Wilson (Chief Executive Officer)
<b>In Attendance:</b>	Paul Gardner (Acting Chief Executive/General Manager HR and Corporate Services), Amanda Bradley (General Manager Policy and Governance), Russell O’Leary (Group Manager Planning and Environment), Karon Ashforth (General Manager Finance) Tim Langley (Roading Manager) and Amy Andersen (Committee Advisor).
<b>Also in attendance:</b>	Jacques Du Toit (Audit New Zealand, Associate Audit Director).
<b>Conduct of Business:</b>	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 12:33pm to 2:43pm except where expressly noted.

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### **A Open Section**

#### **A1. Karakia Timatanga - Opening**

Mr Gardner opened the meeting.

#### **A2. Apologies**

*COUNCIL RESOLVED (A&R2023/01) to accept apologies from Cr McAulay, Cr Ellims and Mr Wilson; and from Mayor Connelly for lateness.*

*(Moved Robertson /Seconded Deputy Mayor Sadler-Futter)*

Carried

#### **A3. Conflicts of Interest**

The following conflicts of interest were declared by Mr Robertson: Board Advisory positions in the Wellington area and Independent Chairperson of the Assurance and Risk Committees for Wellington City Council and the Ministry of Primary Industries.

#### **A4. Public Participation**

There was no public participation.

#### **A5. Actions from public participation**

There was no public participation.

#### **A6. Extraordinary Business**

There was no extraordinary business.

**A7. Matters from previous minutes**

There were no matters arising from previous minutes.

**B Decision Reports from Chief Executive and Staff**

**B1. Draft Annual Report 2021/22**

Ms Ashforth spoke to matters in the report and provided an update on the process taken prior to the presentation of the draft Annual Report 2021/22.

Mr Robertson discussed the role of the Assurance and Risk Committee to marshal through the delivery of the Annual Report.

Members queried the process of the report's sign off and responsibilities associated with this; whether an additional workshop on the report was required, whether Audit NZ had any concerns.

The meeting was adjourned at 1:15pm.

The meeting was reconvened at 1:30pm.

Members confirmed there would not be another workshop on the draft Annual Report prior to Council meeting scheduled for 7 June 2023.

Finance and Executive Leadership teams were commended by the Committee for their efforts in completing the report.

ASSURANCE AND RISK COMMITTEE RESOLVED (AR2023/02) to:

1. Receive Draft Annual Report 2021/22 Report.
2. Recommend to Council:
  - i. To adopt the 2021/22 Annual Report.
  - ii. To adopt the 2021/22 Summary Annual Report.
  - iii. To recommend the Mayor and Chief Executive sign these reports.
3. That the Assurance and Risk Committee's Independent Chair monitor and consider any outstanding matters relating to the Annual Report 2021/22 prior to 7 June 2023.

[Items 1-3 read together]

*(Moved Robertson/Seconded Cr Plimmer)*

Carried

**C Information Reports from Chief Executive and Staff**

**C1. Policy and Governance Update**

Ms Bradley spoke to matters in the report. Members queried the risk register content, format and priorities; risk appetite statement; whether the current list requires further workshopping with all of Council; and risk analysis measures.

Members acknowledged Council staff for their response to recent severe weather events and emergencies.

Members queried the presentation and organisation of the policy framework document; liquor licensing process and bylaws.

ASSURANCE AND RISK COMMITTEE RESOLVED (AR2023/03) to receive the Policy and Governance Update Report.

*(Moved Robertson/Seconded Deputy Mayor Sadler-Futter)*

Carried

**C2. Waka Kotahi Investment Audit**

Mr Langley spoke to matters in the report. Members queried the implementation of Waka Kotahi’s recommendations; the relationship between the final claim and general ledger; adjusting practices relating to financial records and procurement processes.

ASSURANCE AND RISK COMMITTEE RESOLVED (AR2023/04) to receive the Waka Kotahi Investment Audit.

*(Moved Robertson/Seconded Mayor Connelly)*

Carried

**D Public Excluded Business**

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
IT Systems and Architecture – Risk Management	Good reason to withhold exists under section 7(2)(j)	Section 48(1)(a)

This resolution (A&R2023/05) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7(2)(j)

*(Moved Robertson/Seconded Cr Plimmer)*

Carried

**E Karakia Whakamutunga – Closing**

Ms Bradley closed the meeting.

The meeting closed at 2:43pm.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)