

**Audit and Risk Management Committee**  
**OPEN MINUTES**

---

**Date:** Monday 27 February 2023  
**Time:** 9.36am  
**Venue:** Committee Room 2, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

---

**Present**

Chairperson	Ms Kim Wallace
Deputy Chairperson	Councillor Jake McLellan
Members	Councillor Sam MacDonald
	Councillor Tim Scandrett
	Ms Jacqueline Robertson Cheyne
	Mrs Hilary Walton

---

**Principal Advisor**

Leah Scales  
General Manager - Resources / CFO  
Tel: 941 8999

Luke Smeele  
Committee & Hearings Advisor  
941 6374  
luke.smeele@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

- 
- Part A Matters Requiring a Council Decision**  
**Part B Reports for Information**  
**Part C Decisions Under Delegation**
- 

The agenda was dealt with in the following order.

## **1. Apologies Ngā Whakapāha**

### **Part C Committee Recommendation**

The apology received from Tyrone Field was accepted.

Ms Wallace/Councillor McLellan

**Carried**

## **2. Declarations of Interest Ngā Whakapuaki Aronga**

### **Part B**

Councillor Sam McDonald declared an interest in item 11.

## **3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua**

### **Part C**

#### **Committee Resolved ARCM/2023/00001**

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday, 22 November 2022 be confirmed.

Councillor McLellan/Mrs Walton

**Carried**

## **4. Public Forum Te Huinga Whānui**

### **Part B**

There were no public forum presentations.

## **5. Deputations by Appointment Ngā Huinga Whakaritenga**

### **Part B**

There were no deputations by appointment.

## **6. Presentation of Petitions Ngā Pākikitanga**

### **Part B**

There was no presentation of petitions.

## **7. Consideration of the Council's Draft Annual Plan 2023/24**

### **Committee Comment**

1. The Committee discussed the constraints on the deliverability of the draft Annual Plan, noting that there is a capacity issue due to the current shortage in the labour market.
2. The Committee requested that the independent members be invited to the upcoming workshop on the Long Term Plan, organised by Peter Ryan, the date and time are to be confirmed.
3. The Officer Recommendation was accepted without change.

### **Committee Decided ARCM/2023/00002**

#### **Part A**

That the Audit and Risk Management Committee recommends that the Council:

1. Notes it has reviewed the general checklists and sign-offs by management, including significant forecasting assumptions, in respect of the information that provides the basis for the Draft Annual Plan 2023/24.
2. Advises the Council that in the Committee's opinion an appropriate process has been followed in the preparation of this information.
  - a. Notes that the Draft Annual Plan 2023/24 will be released when it is published in the Council Agenda for its meeting commencing 28 February 2023.

Ms Wallace/Councillor Scandrett

**Carried**

## **8. Procurement and Contracts Unit FY23 Q2 Report**

### **Committee Comment**

1. The Committee discussed the benefits of the Change Management System's focus on transparency and accountability, noting that from a tangible perspective staff are having to send significantly less purchase orders back.
2. The Officer Recommendation was accepted without change.

### **Committee Decided ARCM/2023/00003**

#### **Part A**

That the Audit and Risk Management Committee recommends that the Council:

1. Receive the information in this Quarterly Procurement Report.

Ms Wallace/Councillor McLellan

**Carried**

## **9. Resolution to Exclude the Public**

### **Committee Resolved ARCM/2023/00004**

**Part C**

That Chantelle Gernetzky of Audit New Zealand, remain after the public have been excluded for Items 10-12 of the public excluded agenda as they has knowledge that is relevant to those items and will assist the Council. That Alex Skinner, Mike Rondell and Paul Silk of CCHL, remain after the public have been excluded for Item 11 of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Council.

**AND**

That at 10.34 am 27 February 2023 the resolution to exclude the public set out on pages 244 to 246 of the agenda be adopted.

Ms Wallace/Councillor Scandrett

**Carried**

**The public were re-admitted to the meeting at 12:08pm.**

**Meeting concluded at 12:08pm.**

**CONFIRMED THIS 21<sup>st</sup> DAY OF APRIL 2023**

**KIM WALLACE**  
**CHAIRPERSON**