

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

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**Date:** Tuesday 20 June 2023  
**Time:** 1:04pm  
**Venue:** Council Chambers, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

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**Present**

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

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**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)

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- Part A Matters Requiring a Council Decision**  
**Part B Reports for Information**  
**Part C Decisions Under Delegation**
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The agenda was dealt with in the following order.

## **1. Apologies Ngā Whakapāha**

### **Part C Committee Decision**

There were no apologies.

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

### **Part B**

Councillor Fields declared an interest in Item 18.  
Ms Hilary Walton declared an interest in item 16.

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

### **Part C Committee Resolved ARCM/2023/00012**

That the minutes of the Audit and Risk Management Committee meeting held on Friday, 21 April 2023 be confirmed.

Ms Wallace/Councillor MacDonald

**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 Annual Plan 2023/24 Committee Comment**

1. The Committee commented that including documents which detail how the submissions from the public on the draft annual plan had impacted the final annual plan would strengthen the process.
2. The Committee requested that a high level view of the impact of public submissions on the Annual Plan be included in future reports to the Committee.
3. The Committee noted that they had been advised by staff that there are minor amendments to the Annual Plan still to be made, however they are not significant in nature.
4. The Committee requested that if there are any major changes to the Annual Plan that they notify the Committee Chair.
5. The Committee noted the excellent work done by staff.
6. The Officer Recommendation was accepted without change.

**Committee Decided ARCM/2023/00013**

**Part A**

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

1. Notes it has reviewed the general checklist and sign-offs by management, including significant forecasting assumptions, in respect of the information that provides the basis for the 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.
3. Notes that the Annual Plan 2023/24 documents (including the report to Council) will be released when published in the Council Agenda for its meeting commencing 27 June 2023.

Councillor McLellan/Mrs Walton

**Carried**

**8. Procurement and Contracts Unit FY23 Q3 Report**

**Committee Comment**

1. The Committee commented that the focus on infrastructure reporting and procedure is beneficial and timely.
2. The Committee noted the cost saving achieved by staff.
3. The Officer Recommendation was accepted without change.

**Committee Resolved ARCM/2023/00014**

**Part C**

That the Audit and Risk Management Committee:

1. Receive the information in this Quarterly Procurement Report

Ms Wallace/Councillor MacDonald

**Carried**

## **9. LTP 2024-34 Update**

### **Committee Comment**

1. The Committee inquired what impact the easing of supply chain shortages would have on achieving desired objectives in the Long-Term Plan.
2. The Committee inquired what long term transition planning has been done regarding climate change.
3. The Committee commented that while beneficial work was taking place within Council more information on climate change work should be put in the public domain.
4. The Committee noted that the focus in the Long-Term Plan process on early engagement and deliverability are highly beneficial for achieving a positive result for residents.
5. Staff Recommendation was accepted without change.

### **Committee Resolved ARCM/2023/00015**

#### **Part C**

That the Audit and Risk Management Committee:

1. Receive the information in the LTP 2024-34 Update report.

Ms Wallace/Councillor Fields

**Carried**

Councillor Fields left the meeting at 1:54pm.

Councillor Fields returned to the meeting at 1:56pm.

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

### **Committee Resolved ARCM/2023/00016**

#### **Part C**

That Chantelle Gernetzky and Anna Jones of Audit New Zealand, remain after the public have been excluded for Items 11-15 of the public excluded agenda as they have knowledge that is relevant to those items and will assist the Council.

#### **AND**

That at 2:06pm the resolution to exclude the public set out on pages 124 to 128 of the agenda be adopted.

Ms Wallace/Councillor MacDonald

**Carried**

**The public were re-admitted to the meeting at 4:03pm.**

**Secretarial Note:** The Chairperson, Ms Kim Wallace's term ends in July 2023.

The Committee thanked Ms Wallace for her outstanding service as Chairperson and acknowledged the excellent reputation she kept the Committee in during her six years in the role. The Committee noted the

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wisdom, patience, knowledge and expertise she brought to the role and the significant improvements in risk management which were achieved under her diligent guidance.

**Meeting concluded at 4:12pm.**

**CONFIRMED THIS 3<sup>rd</sup> DAY OF AUGUST 2023**

**CHAIRPERSON**  
**MICHAEL WILKES**