

Audit and Risk Management Committee
OPEN MINUTES

Date: Friday 5 April 2024
Time: 9.33 am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Mr Michael Wilkes
Deputy Chairperson	Councillor Jake McLellan
Members	Councillor Tyrone Fields
	Councillor Sam MacDonald
	Mr Bruce Robertson
	Mrs Hilary Walton

Principal Advisor

Jane Parfitt
General Manager
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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 Resolved ARCM/2024/00005

That the apology received from Tim Scandrett for absence be accepted.

Councillor McLellan/Mr Robertson

Carried

2. Declarations of Interest Ngā Whakapuaki Aronga

Hilary Walton declared an interest in Item 14 and left the meeting for the discussion and voting on this item – Infrastructure as a service (IaaS) Outcome

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

Part C
Committee Resolved ARCM/2024/00006

That the minutes of the Audit and Risk Management Committee meeting held on Thursday, 8 February 2024 be confirmed.

Councillor MacDonald/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. Procurement and Contracts Unit FY24 Q2 Report

Committee Resolved ARCM/2024/00007

Officer Recommendation Accepted without Change

Part C

That the Audit and Risk Management Committee:

1. Receive the information in the Quarterly Procurement Report for the months of October, November, and December 2023 (FY2024 Q2 Report).

Councillor McLellan/Councillor MacDonald

Carried

8. Alignment with Health, Safety & Wellbeing Committee

Committee Resolved ARCM/2024/00008

Officer Recommendation Accepted without Change

Part C

That the Audit and Risk Management Committee:

1. Requests staff to consider the Terms of Reference of the ARMC and those of the Health, Safety and Wellbeing Committee with a view to identifying any overlaps, misalignments and/or process efficiencies.
2. Requests that a meeting is set up between the Chairs of both committees, including relevant staff, to discuss and agree any changes required to ensure that there is alignment and efficient processes between the two committees.

Mr Robertson/Mrs Walton

Carried

9. LTP 2024/2034 update

Committee Resolved ARCM/2024/00009

Officer Recommendation Accepted without Change

Part C

That the Audit and Risk Management Committee:

1. Receive the information in the LTP 2024/2034 update Report.

Mrs Walton/Councillor McLellan

Carried

Councillor McDonald left the meeting at 9.56am and returned at 10.05am during consideration of Item 9.

11. Resolution to Exclude the Public Te whakataunga kaupare hunga tūmatanui

Committee Resolved ARCM/2024/00010

Part C

That Chantelle Gernetzky of Audit New Zealand, remain after the public have been excluded for Items 12-16 of the public excluded agenda as she has knowledge that is relevant to those items and will assist the Council. That Andrew Simpson of KPMG, remain after the public have been excluded for Item 13 of the public excluded agenda as he has knowledge that is relevant to that item and will assist the Council.

AND

That at 10.09am the resolution to exclude the public set out on pages 33-35 of the agenda be adopted.

Councillor McLellan/Councillor MacDonald

Carried

The public were re-admitted to the meeting at 11.24 am.

10. Committee Forward Work Programme 2024

Committee Resolved ARCM/2024/00011

Officer Recommendation Accepted without Change

Part C

That the Audit and Risk Management Committee:

1. Receive the information in the Committee Forward Work Programme 2024 Report.

Mr Robertson/Councillor MacDonald

Carried

The Committee requested that CCHL be invited to present an update on their strategic risks at the ARMC meeting on the 20 June 2024.

The Committee requested that CCHL be invited to present the results from their 2023/24 Audit at the ARMC workshop on the 19 September 2024.

The Committee requested that an insurance update report be presented to the Committee on a 6 monthly basis.

The Committee requested that the meeting start time be updated to allow 30 minutes before each meeting for discussions with the Chief Executive and independent auditors without staff present.

Meeting concluded at 12.17 pm.

CONFIRMED THIS 20th DAY OF JUNE 2024

MICHAEL WILKES
CHAIRPERSON