

CONFIRMED MINUTES
OF THE PERFORMANCE, AUDIT AND RISK COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR, OFFICE OF THE WAITAKI DISTRICT
COUNCIL, 20 THAMES STREET, ŌAMARU
ON TUESDAY, 25 MARCH 2025 AT 2:15 PM

PRESENT: Simon Neale (Chair), Deputy Mayor Hana Halalele, Cr Tim Blackler, Cr Jeremy Holding, Cr John McCone, Cr Rebecca Ryan, Mayor Gary Kircher

IN ATTENDANCE:
Alex Parmley (Chief Executive)
Paul Hope (Director, Support Services)
Joanne O'Neill (Director Strategy, Performance & Design)
Roger Cook (Director, Natural & Built Environment)

IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:

Laura Spring (Strategy & Policy Advisor)
Amanda Nicholls (Chief Financial Officer)

Meeting Livestream Recording

This meeting was livestreamed on Council's YouTube page. A direct link to that livestream location is provided below.

[Performance, Audit & Risk \(PAR\) Committee Meeting – 25 March 2025](#)

MEETING OPEN

THE CHAIR DECLARED THE MEETING OPEN AT 2.18PM AND WELCOMED EVERYONE PRESENT.

1 APOLOGIES

RESOLVED PAR 2025/006

Moved: Deputy Mayor Hana Halalele
Seconded: Cr John McCone

That the apology received from Cr Jim Hopkins be accepted.

CARRIED

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 CONFIRMATION OF PREVIOUS MEETING MINUTES

MOTION

The Chair noted that the only item in the Public Excluded agenda is the minutes of 25 February 2025 meeting. A motion was put that the Committee consider these minutes in the public meeting.

RESOLVED PAR 2025/007

Moved: Cr John McCone

Seconded: Deputy Mayor Hana Halalele

That the Performance, Audit and Risk Committee consider the Public Excluded minutes of the 25 February 2025 meeting as agenda item 3.3.

CARRIED

**3.1 PUBLIC MINUTES OF THE PERFORMANCE, AUDIT AND RISK COMMITTEE
MEETING HELD ON 17 DECEMBER 2024**

RESOLVED PAR 2025/008

Moved: Cr Rebecca Ryan

Seconded: Deputy Mayor Hana Halalele

That the Performance, Audit and Risk Committee confirms the Public minutes of the Performance, Audit and Risk Committee Meeting held on 17 December 2024, as circulated, as a true and correct record of that meeting.

CARRIED

**3.2 PUBLIC MINUTES OF THE PERFORMANCE, AUDIT AND RISK COMMITTEE
MEETING HELD ON 25 FEBRUARY 2025**

RESOLVED PAR 2025/009

Moved: Mayor Gary Kircher

Seconded: Cr Rebecca Ryan

That the Performance, Audit and Risk Committee confirms the Public minutes of the Performance, Audit and Risk Committee Meeting held on 25 February 2025, with minor grammatical adjustments from Cr Hopkins, as a true and correct record of that meeting.

CARRIED

**3.3 PUBLIC EXCLUDED MINUTES OF THE PERFORMANCE, AUDIT AND RISK
COMMITTEE MEETING HELD ON 25 FEBRUARY 2025**

RESOLVED PAR 2025/010

Moved: Mayor Gary Kircher

Seconded: Deputy Mayor Hana Halalele

That the Performance, Audit and Risk Committee confirms the Public Excluded minutes of the Performance, Audit and Risk Committee Meeting held on 25 February 2025, as circulated, as a true and correct record of that meeting.

CARRIED

4 DECISION REPORTS

4.1 RISK MANAGEMENT UPDATE

The report, as circulated, sought to provide the Committee an update on risk management activity throughout the organisation for Quarter 1, 2025. Additionally, the report aims to promote discussion about both the external and internal risk landscape currently being faced by Council.

Director Strategy, Performance & Design Joanne O'Neill spoke to the report. Chief Executive Alex Parmley, Strategy & Policy Advisor Laura Spring and Director, Natural & Built Environment Roger Cook responded to questions.

Discussion focused on the Staff Serious Harm incident, particularly the rating assessed and mitigants under review. Mr Neale complimented staff on the diligence and effort put into this rating assessment but also registered his concern with the high residual rating. He noted the future mitigants being implemented and committed to working with staff to ensure they had positive impacts for staff. Decreased and Increased risks were noted along with the new risk (Public Harm) reported.

RESOLVED PAR 2025/011

Moved: Mayor Gary Kircher

Seconded: Cr John McCone

That the Performance, Audit and Risk Committee receives and notes the information.

CARRIED

5 MEMORANDUM REPORTS

5.1 FINANCIAL SUMMARY (TO 31 JANUARY 2025)

The report, as circulated, provides the Committee a high-level financial summary for the period ended 31 January 2025.

Chief Financial Officer Amanda Nicholls spoke to the report and responded to questions regarding reported variances to budget, forecast revenue, reduced gravel sales, personnel costs, and Consultants/Solicitor costs.

It was noted that the reported Personnel costs are inaccurate and in fact remain over budget due to a missing \$500k accrual which has been addressed.

RESOLVED PAR 2025/012

Moved: Cr Rebecca Ryan

Seconded: Cr John McCone

That the Performance, Audit and Risk Committee receives and notes the information.

CARRIED

The Chair acknowledged that, because the Public Excluded Minutes of the previous meeting had been confirmed in the public session of the meeting, there was no requirement for Agenda Items 6, 7, 8, and 9 at this meeting.

10 MEETING CLOSE

The Chair declared the meeting closed at 2.56pm.

TO BE CONFIRMED at the Performance, Audit and Risk Committee Meeting to be held on Tuesday, 29 April 2025.

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CHAIRPERSON