

MINUTES	MEETING HELD ON	TIME
AUDIT AND RISK COMMITTEE	THURSDAY, 19 JULY 2018	10AM

MINUTES of a meeting of the **Audit and Risk Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu, on **Thursday, 19 July 2018**, commencing at 10am.

PRESENT:	Cr	M	Cardiff	Chair
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	M	Scott	
	Mr	W	Tuck	Appointed Member (Independent)
IN ATTENDANCE:	Mr	W	Maxwell	Chief Executive
	Mr	S	Mallon	Group Manager Infrastructure Services
	Mrs	J	McDougall	Acting Group Manager Corporate Services
	Ms	J	Straker	Chief Financial Officer
	Ms	A	Horn	Manager, Financial Accounting
	Ms	D	Andrew	Organisational Development Manager
	Cr	A	Buswell	
	Mr	B	Randall	Member, Paraparaumu/Raumati Community Board
	Mrs	J	Nock	Executive Secretary, Corporate Services
	Mr	D	Borrie	Ernst & Young Auditors
Leave of Absence:	Cr	F	Vining	Deputy Chair
Apology	Ms	S	Warwick	Member, Ōtaki Community Board

The Chair welcomed everyone and declared the meeting open.

ARC 18/07/076

(a) Apologies

There were no apologies from the Committee.

It was noted that Cr Vining was on leave of absence and an apology was received from Shelly Warwick.

(b) Declarations of Interest Relating to Items on the Agenda

There were no declarations of interest.

ARC 18/07/077

PUBLIC SPEAKING TIME

There were no public speakers.

ARC 18/07/078

MEMBERS' BUSINESS

- (a) Public Speaking Time Responses
None required.
- (b) Leave of Absence
There was no leave of absence.
- (c) Matters of an Urgent Nature
There were no matters of an urgent nature.

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ARC 18/07/079

HEALTH AND SAFETY QUARTERLY REPORT: 1 April - 30 June 2018 (OD-18-546)

The report was taken as read and Dianne Andrew, Organisational Development Manager responded to Members' questions.

Members were assured that a comprehensive action plan would be included in the next meeting

MOVED (M Scott/Cootes)

That the Audit and Risk Committee notes the Health and Safety Quarterly Report for the period 1 April – 30 June 2018 and the draft Action Plan progress summary included as Appendix One and Appendix Two to Report OD-18-546.

CARRIED

ARC 18/07/080

REGULAR PROGRESS REPORT UPDATE ON KEY 2014/15 AUDIT FINDINGS (Corp-18-540)

The report was taken as read and Members requested the actions to address the outstanding audit findings be completed by the next meeting.

MOVED (Cardiff/Tuck)

That the Audit and Risk Committee notes the progress made to address the Ernst & Young's Control Finding for the year ended 30 June 2015 relating to IT general system security settings – the review and assessment phases of the project are on track as per the project timeline.

CARRIED

ARC 18/07/081

ENTERPRISE RISK MANAGEMENT BUSINESS UPDATE (Corp-18-549)

Jacinta Straker, Chief Financial Officer spoke to the report and responded to Members' questions.

MOVED (Cardiff/Mayor)

That the Audit and Risk Committee notes the progress update regards the Council's Enterprise Risk Management Framework.

That the Audit and Risk Committee endorses the revised business assurance programme timeline.

CARRIED

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ARC 18/07/082

AUDIT AND RISK COMMITTEE FORWARD AGENDA PROGRAMME (Corp-18-527)

Leyanne Belcher, Democracy Services Manager spoke to the report and responded to Members' questions and noted their comments.

Members were advised that the forward programme was a working document and was subject to change on a regular basis.

MOVED (M Scott/Tuck)

That the Audit and Risk Committee receives this report Corp-18-527 and notes the attached Audit and Risk Committee forward agenda programme.

CARRIED

ARC 18/07/083

CONFIRMATION OF MINUTES – 3 May 2018

MOVED (M Scott/Mayor)

That the minutes of the Audit and Risk Committee meeting held on 3 May 2018 be adopted as a true and correct record.

CARRIED

ARC 18/07/084

PUBLIC EXCLUDED RESOLUTION

MOVED (Mayor/M Scott)

That the Audit and Risk Committee move into a Public Excluded meeting:

PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting (with the exception of Community Board representatives) for the reasons given below, while the following matters are considered:

- **Tax Compliance Review and Annual Tax Update (Corp-18-548)**
- **Confirmation of Public Excluded Minutes 3 May 2018**

The general subject of each matter to be considered, while the public are 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:

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
Tax Compliance Review and Annual Tax Update (Corp-18-548)	Section 7(2)(b)(ii) – would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	48(1)(a): That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Confirmation of Public Excluded Minutes – 3 May 2018	Section 7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty. Section 7(2)(g) – maintain legal professional privilege.	48(1)(a): That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

CARRIED

The Audit and Risk Committee moved into a public excluded session at 10.44am

The Audit and Risk Committee came out of public excluded session at 11.47am.

Council staff, including the minute taker, left the meeting to enable Ernst & Young to address the Audit & Risk Committee. This was a standard meeting procedure that enabled the Auditor to raise any issues or concerns directly with Members.

The Audit and Risk Committee meeting closed at 12.07pm.

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Chairperson

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Date