

MINUTES	MEETING HELD ON	TIME
AUDIT AND RISK COMMITTEE	THURSDAY, 8 FEBRUARY 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, 8 February 2018**, commencing at 10am.

PRESENT:	Cr	M	Cardiff	Chair
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	M	Scott	
	Cr	F	Vining	Deputy Chair
	Mr	W	Tuck	Appointed Member (Independent)
IN ATTENDANCE:	Mr	W	Maxwell	Chief Executive
	Mr	M	Pedersen	Group Manager Community Services
	Mr	S	Mallon	Group Manager Infrastructure Services
	Ms	J	McDougall	Acting Group Manager Corporate Services
	Ms	S	Stevenson	Group Manager Strategy & Planning
	Ms	N	Tod	Group Manager Regulatory Service
	Mr	M	de Haast	Chief Financial Officer
	Ms	A	Horn	Manager, Financial Accounting
	Ms	J	Straker	Manager, Financial Planning and Performance
	Ms	D	Andrew	Organisational Development Manager
	Cr	J	Elliott	
	Mr	B	Randall	Member, Paraparaumu/Raumati Community Board
	Mrs	J	Nock	Executive Secretary, Corporate Services

The Chair welcomed everyone and declared the meeting open.

Cr Cootes and Cr Vining joined the meeting at 10.01am.

ARC 18/02/056

(a) Apologies

There were no apologies received from the Audit & Risk Committee.

An apology from Cr Angela Buswell was noted.

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

There were no declarations of interest.

ARC 18/02/057

PUBLIC SPEAKING TIME

There were no public speakers.

ARC 18/02/058

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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The Chair gave his congratulations to Mark de Haast on an outstanding job and on behalf of all Elected Members wished him well in his future endeavours.

ARC 18/02/059

HEALTH AND SAFETY QUARTERLY REPORT (OD-18-437)

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

As part of the improvements and recommendations suggested by Simpson Grierson in their Health and Safety Review a draft Workplan would be reported back to this Committee at the next quarterly meeting.

Ms Andrew advised that:

- additional resources were needed so work would have to be prioritised proactively;
- the recruitment of a Health and Safety Advisor should be completed by the end of March;
- a written response covering the legal status of Elected Members on their obligations, due diligence and protection under the Health and Safety at Work Act would be emailed to Members when received from Simpson Grierson; and
- Elected Members will again be eligible to take part in the flu vaccination programme.

MOVED (M Scott/Vining)

That the Audit & Risk Committee notes the Health and Safety Report for the period 1 July – 31 December 2017 included as Appendix One to report OD-18-437.

CARRIED

ARC 18/02/060

TIMETABLE FOR THE AUDIT OF THE 2017/2018 ANNUAL REPORT (Corp-18-413)

The report was taken as read and Anelise Horn, Manager, Financial Accounting responded to Members' questions.

MOVED (Vining/Tuck)

That the Audit and Risk Committee notes the timetable for the audit of the Council's Annual Report and the Council's Debenture Trust Deed for the year ended 30 June 2018.

CARRIED

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ARC 18/02/061

QUARTERLY TREASURY MANAGEMENT COMPLIANCE (Corp-18-370)

The report was taken as read and Mark de Haast, Chief Financial Officer responded to Members' questions.

A correction was noted within the report on page 6 at paragraph 24. The minimum percentage in the table was 15% not 10% as shown.

MOVED (M Scott/Vining)

That the Audit and Risk Committee notes that the Council was fully compliant with its Treasury Management Policy for the quarter ended 31 December 2017.

CARRIED

With regard to the 'carbon credit risk' at paragraph 78 of the Treasury Management Policy, Members were advised this would be explained in more detail at the next meeting.

ARC 18/02/062

CONFIRMATION OF MINUTES – 30 November 2017

MOVED (M Scott/Cardiff)

That the minutes of the Audit and Risk Committee meeting held on 30 November 2017 be adopted as a true and correct record.

CARRIED

ARC 18/02/063

PUBLIC EXCLUDED RESOLUTION

MOVED (Mayor/Vining)

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

<p>PUBLIC EXCLUDED RESOLUTION</p> <p>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:</p> <ul style="list-style-type: none"> • Update on Statutory Compliance Issues, Investigations and Status of Council Bylaws for 1 October 2017 to 31 December 2017 (SP-18-415) • Business Assurance Review – Cash Handling (Corp-18-425) • Confirmation of Public Excluded Minutes – 30 November 2017 <p>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:</p>
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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
Update on Statutory Compliance Issues, Investigations and Status of Council Bylaws for 1 October 2017 to 31 December 2017 (SP-18-415)	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.
Business Assurance Review – Cash Handling (Corp-18-425)	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 – 30 November 2017	Section 7(2)(a) – to protect the privacy of natural persons. 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 in the course of their duty.	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 10.39am.

The Audit and Risk Committee came out of public excluded session at 11.31am.

The following report, appendix D and resolutions were released from the public excluded part of the meeting:

UPDATE ON STATUTORY COMPLIANCE ISSUES, INVESTIGATIONS AND THE STATUS OF COUNCIL BYLAWS FOR 1 OCTOBER 2017 TO 31 DECEMBER 2017 (SP-18-415)

MOVED (M Scott/Tuck)

That the Audit and Risk Committee:

note that there were no statutory compliance issues associated with the ‘key’ acts identified in the second quarter of the 2017/18 year;

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note the current status of Ombudsman and Privacy Commissioner investigations, official information requests, bylaws and litigation;

agree that this report, appendix (D) and resolutions only be released from public excluded business; and

agree that appendices (A), (B) and (C) be excluded from public release.

CARRIED

The Audit and Risk Committee meeting closed at 11.31am.

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Chairperson

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Date