

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 4 SEPTEMBER 2020	8:30AM

Minutes of a meeting of the Audit and Risk Committee held on Friday 4 September 2020, commencing at 8:30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Stuart Campbell	(Chairperson)
	Mayor Helen Worboys	
	Cr Shane Casey	
	Cr Grant Hadfield	
	Cr Hilary Humphrey	
	Cr Phil Marsh	(Via Zoom)
	Cr Alison Short	
	John Fowke	
IN ATTENDANCE:	Cr Michael Ford	
	Richard Templer	(Chief Executive)
	Shayne Harris	(General Manager – Corporate and Regulatory)
	Hamish Waugh	(General Manager – Infrastructure)
	Frances Smorti	(General Manager – People and Culture)
	Brent Limmer	(General Manager – Community and Strategy)
	Ben Caldwell	(Communications Officer)
	Allie Dunn	(Governance Team Leader)
	Steph Skinner	(Governance Officer)
	Michael Hawker	(Project Delivery Manager)
	Amanda Calman	(Chief Financial Officer)
	Cheryl Wright	(Safety and Wellbeing Adviser)
	Helen MacDonald	(Native Plant Nursery and Revegetation Supervisor)
	Paige Mey	(Nursery Technician)
	Martin Skinner	(Corridor Access Co-ordinator, Health and Safety Representative)
	Brook Rush	(Safety and Wellbeing Officer)

ARC 20/054 MEETING OPENING

The Chairperson declared the meeting open.

ARC 20/055 APOLOGIES

There were no apologies.

ARC 20/056 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit and Risk Committee meeting held 13 August 2020 be adopted as a true and correct record.

Moved by: Her Worship the Mayor

Seconded by: Councillor Alison Short

CARRIED

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 4 SEPTEMBER 2020	8:30AM

ARC 20/057 DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 20/058 NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

ARC 20/059 PRESENTATIONS HEALTH AND SAFETY DEEP DIVE – NATIVE PLANT NURSERY

Presentation by General Manager – People and Culture, Native Plant Nursery and Revegetation Supervisor, Nursery Technician and Safety and Wellbeing Adviser.

The presentation covered Due Diligence requirements, gave an overview of the site visit undertaken on 3 September 2020, the nature of operations undertaken by the Native Plant Nursery, key statistics, worker representation (Health and Safety Representatives). They outlined the risk process undertaken by the officers and the key risks identified for the Native Plant Nursery.

Questions for clarification were asked on the following:

- Training for safe use and backing of the trailer;
- Site security, both after hours and during the day;
- The reason for the ranking in the risk register of chemical use;
- Marking of potential hazards with hazard tape;
- listing of fertiliser tablets in the Hazchem folder with procedures noted for that use.

ARC 20/060 CORPORATE RISK DURING COVID-19 – FIRST LOCKDOWN

Report of the General Manager – Community and Strategy dated 29 July 2020 presenting a review of Corporate Risk during the first COVID-19 Lockdown.

RESOLVED

That the Audit and Risk Committee receive the report “Corporate Risk During COVID-19 – First Lockdown”.

Moved by: Councillor Alison Short

Seconded by: Her Worship the Mayor

CARRIED

ARC 20/061 FOURTH QUARTER REPORT TO 30 JUNE 2020

Report of the General Manager – Corporate and Regulatory dated 25 August 2020 providing a summary to 30 June 2020 of the Council’s performance against the first year of the Long Term Plan 2018-28.

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 4 SEPTEMBER 2020	8:30AM

RESOLVED

That the Audit and Risk Committee receive the Fourth Quarter Report for the period ended 30 June 2020.

Moved by: Her Worship the Mayor

Seconded by: Councillor Phil Marsh

CARRIED

ARC 20/062 DRAFT ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

Report of the General Manager – Corporate and Regulatory dated 25 August 2020 presenting the draft Annual Report for the year ended 30 June 2020 and detail the process required to adopt the Annual Report. It was noted that the draft Annual Report was currently being reviewed by Audit New Zealand, and the final adoption was scheduled for the Council meeting on 5 November 2020. It was also noted that the statutory deadline for adoption of the Annual Report by end October had been extended through Section 98A of the Local Government Act 2002, that was inserted, on 7 August 2020, by section 3 of the COVID-19 Response (Further Management Measures) Legislation Act (No 2) 2020 (2020 No 58) with Annual Reports for the year ended 30 June 2020 now required to be adopted by 31 December 2020.

The meeting adjourned at 10:02am.

Councillors Phil Marsh and Shane Casey left the meeting at 10:02am.

The meeting reconvened at 10:23am.

Her Worship the Mayor returned to the meeting at 10:25am.

RECOMMENDED

That the Council receive the draft Annual Report for the year ended 30 June 2020.

That the Mayor and Chief Executive be delegated authority to make any minor changes requested by Audit New Zealand and to sign the Statement of Compliance and Responsibility that is contained within the Annual Report for the year ending 30 June 2020.

Moved by: Her Worship the Mayor

Seconded by: Mr John Fowke

CARRIED

ARC 20/063 UPDATE ON INTERNAL AUDIT

The General Manager – Corporate and Regulatory updated the committee on the internal fraud audit that was due to start next week.

MINUTES	MEETING	TIME
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Draft paper put together around suggested audits for coming year, this will be brought to next meeting of Audit and Risk.

Contract for the Auditor is also up for renewal through MWLASS.

ARC 20/ CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

ARC 20/064 NOTIFICATION OF ITEMS FOR NEXT MEETING

- Update on internal audit
- Audit Management report
- Quarterly report

ARC 20/065 PUBLIC EXCLUDED BUSINESS

RESOLVED

That the public be excluded from the following parts of the proceedings of this meeting, namely:

a) Confirmation of Minutes

That the general subject of each matter to be considered while the public is 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:

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
a) Confirmation of minutes re Risk Appetite Statement Review	Section 7(2)(i) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

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Moved by: Councillor Grant Hadfield

Seconded by: Mr John Fowke

CARRIED

The meeting went into public excluded session at 10:34am . For items ARC 20/066 to ARC 20/068 refer to public excluded proceedings. The meeting returned to open session at 10:36am.

ARC 20/069 MEETING CLOSURE

The meeting closed at 10:36am.