

MINUTES	MEETING	TIME
<b>AUDIT AND RISK COMMITTEE</b>	<b>THURSDAY 7 JULY 2016</b>	<b>11.00AM</b>

Minutes of a meeting of the Audit and Risk Committee held on Thursday 7 July 2016, commencing at 11.00am in the Manawatu District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Cr Tony Jensen (Chairperson)  
Mayor Margaret Kouvelis  
Cr Barbara Cameron  
Cr Howard Voss

IN ATTENDANCE: Cr Steve Bielski  
Cr Shane Casey  
Cr Alison Short

Richard Templer (Chief Executive)  
Shayne Harris (General Manager - Business)  
Brent Limmer (General Manager - Community and Strategy)  
Hamish Waugh (General Manager - Infrastructure)  
Colleen Morris (Principal Financial Adviser)  
Michael Hawker (Project Delivery Manager)  
Darryl Black (Corporate Projects Adviser)  
Paul Stein (Communications Adviser)  
Allie Dunn (Business Support Team Leader)

#### ARC 16/001 MEETING OPENING

The Chief Executive took the Chair and declared the meeting open.

#### ARC 16/002 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Chief Executive called for nominations for positions of Chairperson and Deputy Chairperson of the Audit and Risk Committee.

#### RESOLVED

**That the independent member of the Audit and Risk Committee be appointed as Chairperson and that the Deputy Mayor Councillor Tony Jensen be appointed as Deputy Chairperson of the Audit and Risk Committee.**

**Moved by: Her Worship the Mayor Margaret Kouvelis**

**Seconded by: Councillor Howard Voss**

#### CARRIED

*Councillor Tony Jensen took the Chair as Deputy Chairperson to Chair the meeting.*

#### ARC 16/003 APOLOGIES

There were no apologies.

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ARC 16/004 DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 16/005 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

ARC 16/006 DISCUSSION OF CHIEF EXECUTIVE'S VIEW OF RISK

The Audit and Risk Committee received a presentation from the Chief Executive on the topic of risk. The presentation updated members on progress on what actions taken by Council and officers to date and the next steps. The next steps identified were:

- Update Risk Register, Risk Matrix, Treatments and Controls
- Present, discuss and review these with the Audit and Risk Committee
- Identify areas for internal / external audit; and
- Undertake regular reviews of risk.

ARC 16/007 CONSIDERATION OF INDEPENDENT MEMBER

The Audit and Risk Committee discussed potential individuals that could be approached to be appointed as the independent member of the Audit and Risk Committee, for recommendation to Council.

**RECOMMENDED**

**That Mr John Fowke be approached regarding being appointed Independent Member of the Audit and Risk Committee.**

**Moved by: Her Worship the Mayor Margaret Kouvelis**

**Seconded by: Councillor Howard Voss**

**CARRIED**

ARC 16/008 DISCUSSION OF AUDIT

The Audit and Risk Committee considered reference material from the Office of the Auditor General providing guidance regarding Audit Committees. It was noted that a conflicts of interest register would be brought to the Audit and Risk Committee, providing transparency of potential conflicts of interest of elected members and senior officers. It was requested that a workshop session be held on the guidance provided by the Office of the Auditor General regarding "Knowing what you don't know".

ARC 16/009 DISCUSSION OF REPORTING AGAINST TERMS OF REFERENCE

The committee considered the Audit and Risk Committee Terms of Reference and discussed the level of reporting they would like to see at meetings of the committee.

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The following matters were noted:

- Meetings to be held bi-monthly initially;
- Internal audit programme for the coming year to be brought to the Audit and Risk Committee;
- Internal Auditor and External Auditor to be present at meetings of the Audit and Risk Committee, with opportunity for discussion with members without executive in attendance;
- Previous internal audit reports to be reviewed by the Audit and Risk Committee;
- External audit management reports to be considered by the Audit and Risk Committee;
- Health and Safety reports would come to Audit and Risk Committee as part of internal reporting;
- Agendas to include an item for members to notify items they would like to be brought to the next meeting.

#### ARC 16/010 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

#### ARC 16/011 MEETING CLOSURE

The meeting closed at 12.08pm

Approved and adopted as a true and correct record:

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**CHAIRPERSON**

.....  
**DATE**