

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 10 NOVEMBER 2017	8.30AM

Minutes of a meeting of the Audit and Risk Committee held on Friday 10 November 2017, commencing at 8.30am in the Manawatu District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Stuart Campbell	(Chairperson)
	Cr Barbara Cameron	
	Cr Phil Marsh	
	Cr Howard Voss	
	Mayor Helen Worboys	
	Mr John Fowke	
APOLOGIES:	Cr Hilary Humphrey	
IN ATTENDANCE:	Cr Michael Ford	
	Luele Driescher	(Internal Auditor)
	Richard Templer	(Chief Executive)
	Shayne Harris	(General Manager – Corporate and Regulatory)
	Tracey Hunt	(Acting General Manager - Community and Strategy)
	Hamish Waugh	(General Manager – Infrastructure)
	Frances Smorti	(General Manager – People and Culture)
	Michael Hawker	(Project Delivery Manager)
	Colleen Morris	(Chief Financial Officer)
	Paul Stein	(Communications Manager)
	Doug Tate	(Community Facilities Manager)
	Nichole Ganley	(Governance Support Officer)

ARC 17/037 MEETING OPENING

The Chairperson declared the meeting open.

ARC 17/038 APOLOGIES

RESOLVED

That the apologies from Councillor Hilary Humphrey and Councillor Phil Marsh for lateness be accepted.

Moved by: Councillor Howard Voss

Seconded by: Councillor Barbara Cameron

CARRIED

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ARC 17/039 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit and Risk Committee meeting held 11 August 2017 be adopted as a true and correct record.

Moved by: Councillor Howard Voss

Seconded by: John Fowke

CARRIED

ARC 17/040 DECLARATIONS OF INTEREST

There were no declarations of conflict of interest.

ARC 17/041 NOTIFICATION OF LATE ITEMS

There were no items of late business notified.

Councillor Phil Marsh joined the meeting at 8.37am

ARC 17/042 INTERNAL AUDIT CHARTER

Report of the General Manager – Corporate and Regulatory dated 3 November 2017 presenting the proposed Internal Audit Charter for approval.

RECOMMENDED

That the Council adopts the Internal Audit Charter for the provision of the internal auditing function for the Manawatū District Council.

Moved by: Her Worship the Mayor Helen Worboys

Seconded by: John Fowke

CARRIED

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ARC 17/043 INTERNAL AUDIT SERVICE LEVEL AGREEMENT

Report of the General Manager – Corporate and Regulatory dated 3 November 2017 presenting the Internal Audit Service Level Agreement for the provision of Internal Audit services from 1 October 2017 to 30 September 2020.

RECOMMENDED

That the Council adopts the Internal Service Level Agreement for the provision of Internal Audit services by Manawatū-Wanganui Local Authority Shared Services Limited for the period 1 October 2017 to 30 September 2020.

Moved by: Councillor Barbara Cameron

Seconded by: Councillor Phil Marsh

CARRIED

ARC 17/044 PROPOSED INTERNAL AUDIT PLAN

Report of the General Manager – Corporate and Regulatory dated 1 November 2017 presenting for approval the Internal Audit plan for the 2017-18 year.

RECOMMENDED

That the Council approves the Internal Audit plan for the 2017-18 year as set out in Appendix 1 to the report of the General Manager – Corporate and Regulatory dated 1 November 2017.

Moved by: Councillor Phil Marsh

Seconded by: Her Worship the Mayor Helen Worboys

CARRIED

ARC 17/045 REVIEW OF SENSITIVE EXPENDITURE

Report of the General Manager – Corporate and Regulatory dated 1 November 2017 presenting the summary of key findings and recommendations arising from the review of Sensitive Expenditure for the 2016-17 year.

RECOMMENDED

That the Council receives the Sensitive Expenditure Internal Audit report dated September 2017 and notes the management response to recommendations and actions to be taken.

Moved by: Councillor Howard Voss

Seconded by: Her Worship the Mayor Helen Worboys

CARRIED

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ARC 17/046 CORPORATE RISK REGISTER - ANALYSIS

Report of the General Manager – Community and Strategy dated 31 October 2017 presenting an analysis of the Manawatū District Council Corporate Risk Register Database.

RESOLVED

That the Audit and Risk Committee receives the report “Corporate Risk Register – Analysis”.

Moved by: Councillor Howard Voss

Seconded by: Councillor Barbara Cameron

CARRIED

Her Worship the Mayor Helen Worboys left the meeting at 10.00am

ARC 17/047 FIRST QUARTER REPORT TO 30 SEPTEMBER 2017

Report of the General Manager – Corporate and Regulatory dated 27 October 2017 that provided a summary to 30 September 2017 of the Council’s performance against 2017/18 Annual Plan.

RECOMMENDED

That the Council receives the First Quarter Report and the Capital Expenditure Report for the period ended 30 September 2017.

Moved by: Councillor Phil Marsh

Seconded by: Councillor Howard Voss

CARRIED

ARC 17/048 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

ARC 17/049 NOTIFICATION OF ITEMS FOR NEXT MEETING

The following items were notified for including on the agenda for the next meeting of the Audit and Risk Committee:

-) External Audit Management Report

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ARC 17/050 MEETING CLOSURE

The meeting closed at 10.03am

Approved and adopted as a true and correct record:

CHAIRPERSON

DATE