

MINUTES	MEETING	TIME
<b>AUDIT AND RISK COMMITTEE</b>	<b>THURSDAY 12 NOVEMBER 2020</b>	<b>8:31AM</b>

Minutes of a meeting of the Audit and Risk Committee held on Thursday 12 November 2020, commencing at 8:31am in the Manawātū District Council Chambers, 135 Manchester Street, Feilding.

**PRESENT:** Cr Stuart Campbell (Chairperson)  
Mayor Helen Worboys  
Cr Shane Casey  
Cr Grant Hadfield  
Cr Phil Marsh  
Cr Alison Short  
John Fowke

**APOLOGIES:** Cr Hilary Humphrey

**IN ATTENDANCE:** Shayne Harris (Acting Chief Executive)  
Hamish Waugh (General Manager – Infrastructure)  
Frances Smorti (General Manager – People and Culture)  
Brent Limmer (General Manager – Community and Strategy)  
Karel Boakes Acting General Manager – Corporate and Regulatory  
Michael Hawker (Project Delivery Manager)  
Steph Skinner (Governance Officer)  
Cr Michael Ford  
Rachel Dean (Internal Auditor)  
Miles O’Connor (Bancorp) (via Zoom)

**ARC 20/070 MEETING OPENING**

The Chairperson declared the meeting open.

**ARC 20/071 APOLOGIES**

**RESOLVED**

**That the apology from Councillor Hilary Humphrey be accepted.**

**Moved by: Cr Grant Hadfield**

**Seconded by: Her Worship Helen Worboys**

**CARRIED**

**ARC 20/072 CONFIRMATION OF MINUTES**

**RESOLVED**

**That the minutes of the Audit and Risk Committee meeting held 4 September 2020 be adopted as a true and correct record.**

**Moved by: Cr Alison Short**

**Seconded by: John Fowke**

**CARRIED**

**ARC 20/073 DECLARATIONS OF INTEREST**

Councillor Short – Plan Change 65  
Councillor Casey – Plan Change 65

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ARC 20/074 NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

ARC 20/075 PRESENTATIONS

There were no presentations scheduled for this meeting.

ARC 20/076 INTERNAL AUDIT PROGRAMME 2020-21

Report of the General Manager – Corporate and Regulatory dated 28 October 2020 presenting for approval the proposed Internal Audit Programme for the 2020-21 year.

**RESOLVED**

**That the Audit and Risk Committee approves the Internal Audit Programme for the 2020-21 financial year as outlined in the Appendix 1 of the report of the General Manager – Corporate and Regulatory dated 28 October 2020.**

**Moved by: Cr Phil Marsh**

**Seconded by: Cr Shane Casey**

**CARRIED**

ARC 20/077 FIRST QUARTER REPORTS TO 30 SEPTEMBER 2020

Report of the General Manager – Corporate and Regulatory dated 23 October 2020 presenting a summary to 30 September 2020 of the Council's performance against 2020-21 Annual Plan.

QUARTERLY TREASURY REPORT – BANCORP

Shayne Harris, Acting Chief Executive introduced Miles O'Connor from Bancorp Treasury Services Limited who had been contracted to provide treasury advice to Manawatū District Council.

- Brief introduction about Bancorp who started with Manawatū District Council in February 2020; their core business was advising clients on managing treasury risks. Bancorp's largest sector was local authorities, 35 across New Zealand. They work closely with LGFA.
- Applicable interest rates were currently at unprecedented levels.
- Amanda Calman, Chief Financial Officer and Miles O'Connor meet quarterly onsite and had been updating the Manawatū District Council Treasury Policy.
- Brief outline of COVID-19 effect on the market in 2020, the current interest rates and an expectation on where these were expected to go.
- Miles O'Connor presented the Bancorp Quarterly Treasury Report.

**RECOMMENDED**

**That the Council receive the Quarterly Performance Report, the Capital Expenditure Report and the Quarterly Treasury Report for the period ended 30 September 2020.**

**Moved by: Cr Shane Casey**

**Seconded by: Her Worship Helen Worboys**

**CARRIED**

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ARC 20/078 UPDATE ON INTERNAL AUDIT

Progress update from General Manager – Corporate and Regulatory. The Fraud audit had been undertaken. There was nothing new tabled.

ARC 20/079 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

ARC 20/080 NOTIFICATION OF ITEMS FOR NEXT MEETING

- The Management End of Year Report
- Revised Internal Audit programme
- Update on the Nursery
- Second Quarter reports

ARC 20/081 PUBLIC EXCLUDED BUSINESS

**RESOLVED**

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

- a) **AON Insurance Renewals Presentation**
- b) **Internal Audit Report – Fraud Awareness**
- c) **Key Project Status Reports**

**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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
a) <b>AON Insurance Renewals Presentation</b>	<b>Section 7(2)(b)(ii) - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</b>	<b>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.</b>
b) <b>Internal Audit Report – Fraud Awareness</b>	<b>Section 7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons; and Section 7(2)(j) – to prevent the</b>	<b>As above</b>

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c) Key Project Status Reports	disclosure of official information for improper gain or improper advantage. Section 7(2)(j) – to prevent the disclosure of official information for improper gain or improper advantage	As above

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.

Also, that Matthew Wilson and Deanna MacDonald, of AON, be permitted to remain at the meeting after the public has been excluded, to give a presentation regarding Council's Insurance Renewals.

Moved by: Her Worship Helen Worboys

Seconded by: Cr Grant Hadfield

**CARRIED**

*The meeting went into public excluded session at 9.18 am. For items ARC 20/082 to ARC 20/086 refer to public excluded proceedings. The meeting returned to open session at 10.12am.*

ARC 20/087 MEETING CLOSURE

The meeting closed at 10.13am.