

MINUTES	MEETING	TIME
<b>AUDIT AND RISK COMMITTEE</b>	<b>THURSDAY 13 AUGUST 2020</b>	<b>8:30AM</b>

Minutes of a meeting of the Audit and Risk Committee held on Thursday 13 August 2020, commencing at 8:30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Stuart Campbell	(Chairperson)
	Mayor Helen Worboys	
	Cr Grant Hadfield	
	Cr Hilary Humphrey	
	Cr Phil Marsh	
	Cr Alison Short	
	John Fowke	
LEAVE OF ABSENCE:	Cr Shane Casey	
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)
	Nicola Ainscough	(Aquatic Services Manager)
	Sharon Gates	(Aquatics Operations Supervisor)
	Emily Mullen	(Aquatics Experience Representative)
	Allie Dunn	(Governance Team Leader)
	Michael Hawker	(Project Delivery Manager)
	Amanda Calman	(Chief Financial Officer)
	Mathew Bayliss	(Community Facilities Manager)
	Cheryl Wright	(Health and Safety Adviser)
	Brook Rush	(Safety and Wellbeing Officer)

#### ARC 20/036 MEETING OPENING

The Chairperson declared the meeting open.

#### ARC 20/037 APOLOGIES

##### **RESOLVED**

**That the apology for lateness from Mr John Fowke be accepted.**

**Moved by: Councillor Alison Short**

**Seconded by: Her Worship the Mayor**

##### **CARRIED**

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ARC 20/038 CONFIRMATION OF MINUTES

**RESOLVED**

**That the minutes of the Audit and Risk Committee meeting held 14 May 2020 be adopted as a true and correct record.**

**Moved by: Councillor Phil Marsh**

**Seconded by: Councillor Alison Short**

**CARRIED**

ARC 20/039 DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 20/040 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

ARC 20/041 PRESENTATION - HEALTH AND SAFETY DEEP DIVE – MAKINO AQUATIC CENTRE

The General Manager – People and Culture, Aquatic Services Manager and Aquatics Operations Supervisor gave a presentation that outlined the committee’s due diligence requirements, the site visit by elected members to the centre, the nature of operations, key statistics, the worker representation on the Health and Safety Committee, the overview of the risk process and the key risks for the Makino Aquatic Centre.

The purpose of the presentation was to allow for the Audit and Risk Committee to assure itself that the management of the Makino Aquatic Centre were taking Health and Safety matters seriously.

Feedback was provided on the deep dive process as follows:

- Opportunity to visit the locked balance tanks and chemical store during next site visit;
- Include another opportunity to look at the dive pool; and
- Opportunity to talk directly with pool staff during next site visit.

ARC 20/042 KEY PROJECT REVIEWS – LESSONS 2020

Report of the General Manager – Community and Strategy dated 28 July 2020 presenting a summary of the results of the latest round of Key Project Reviews and their lessons.

**RESOLVED**

**That the Audit and Risk Committee receives the report “Key Project Reviews - Lessons 2020”.**

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**Moved by:** Councillor Phil Marsh

**Seconded by:** Her Worship the Mayor

**CARRIED**

ARC 20/043 CORPORATE RISK REGISTER – RISK IDENTIFICATION UPDATE

Report of the General Manager – Community and Strategy dated 28 July 2020 presenting an update of the Manawatū District Council Corporate Risk Register Database.

**RESOLVED**

**That the Audit and Risk Committee receives the report “Corporate Risk Register – Risk Identification Update”.**

**Moved by:** Councillor Grant Hadfield

**Seconded by:** Councillor Hilary Humphrey

**CARRIED**

ARC 20/044 INTERIM MANAGEMENT REPORT FROM AUDIT NEW ZEALAND 2019-20

Report of the General Manager – Corporate and Regulatory dated 5 August 2020 presenting the Interim Management Report from Audit New Zealand for the 2019-20 year. It was noted the Government had provided an extension to audit timelines for the Office of the Auditor General and extension to deadlines for Councils to adopt their Annual Reports. The Manawatū District Council planned to work to its original timelines.

*Councillor Humphrey left the meeting at 10:09am.*

**RESOLVED**

**That the Audit and Risk Committee receives the Interim Management Report from Audit New Zealand for the 2019-20 financial year and notes the points raised within the document, along with the management response.**

**Moved by:** Her Worship the Mayor

**Seconded by:** Councillor Phil Marsh

**CARRIED**

*The meeting adjourned at 10:11am and reconvened at 10:22am.*

*Mr John Fowke joined the meeting at 10:22am. Councillor Humphrey returned to the meeting at 10:22am.*

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ARC 20/045 HEALTH AND SAFETY REPORT FOR QUARTER TO 30 JUNE 2020

Report of the General Manager – People and Culture dated 5 August 2020 presenting the Health and Safety quarterly report to 30 June 2020.

**RESOLVED**

**That the Audit and Risk Committee notes the Health and Safety quarterly report to 30 June 2020.**

**Moved by: Councillor Phil Marsh**

**Seconded by: Councillor Alison Short**

**CARRIED**

ARC 20/046 UPDATE ON INTERNAL AUDIT

There was no update provided.

ARC 20/047 CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

ARC 20/048 NOTIFICATION OF ITEMS FOR NEXT MEETING

There were no items notified for next meeting.

ARC 20/049 PUBLIC EXCLUDED BUSINESS

**RESOLVED**

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

**a) Risk Appetite Statement – Review**

**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:**

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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
a) 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.

Moved by: Councillor Hilary Humphrey

Seconded by: Her Worship the Mayor

**CARRIED**

*The meeting went into public excluded session at 10:25am . For items ARC 20/050 to ARC 20/052 refer to public excluded proceedings. The meeting returned to open session at 10:51am.*

ARC 20/053 MEETING CLOSURE

The meeting closed at 10:52am