

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 15 FEBRUARY 2019	8.30AM

Minutes of a meeting of the Audit and Risk Committee held on Friday 15 February 2019, commencing at 8.30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Stuart Campbell	(Chairperson)
	Cr Howard Voss	
	Cr Hilary Humphrey	
	Cr Barbara Cameron	
	Cr Phil Marsh	
	Mr John Fowke	
	Mayor Helen Worboys	
 IN ATTENDANCE:	Councillor Michael Ford	
	Councillor Shane Casey	
	Shayne Harris	(Acting Chief Executive)
	Hamish Waugh	(General Manager – Infrastructure)
	Frances Smorti	(General Manager – People and Culture)
	Brent Limmer	(General Manager – Community and Strategy)
	Paul Stein	(Communications Manager)
	Colleen Morris	(Chief Financial Officer)
	Rachel Dean	(Internal Auditor – Cotton Kelly)
	Nichole Ganley	(Governance Support Officer)
	Cheryl Wright	(Health and Safety Adviser)
	Brooke Rush	(Community and Strategy Operations Officer)
	Mathew Bayliss	(Community Facilities Manager)
	Michael Hawker	(Project Delivery Manager)
	Nicola Ainscough	(Aquatic Services Manager)
	Brittney Evans	(Corporate Projects Adviser)

ARC 19/137 MEETING OPENING

The Chairperson declared the meeting open.

ARC 19/138 APOLOGIES

There were no requests for apologies.

ARC 19/139 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit and Risk Committee meeting held 9 November 2018 be adopted as a true and correct record.

Moved by: Councillor Howard Voss

Seconded by: John Fowke

CARRIED

ARC 19/140 DECLARATIONS OF INTEREST

There were no declarations of conflicts

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ARC 19/141 NOTIFICATION OF LATE ITEMS

There were no items of late business notified.

ARC 19/142 PRESENTATIONS

There were no presentations scheduled for this meeting.

ARC 19/143 NOTIFIABLE HEALTH AND SAFETY INCIDENT

Report of the General Manager – People and Culture dated 1 February 2019 presenting for information a notifiable Health and Safety incident, which occurred on 21 January 2019.

RESOLVED

That the Audit and Risk Committee receives the report of the Notifiable Health and Safety Incident on 21 January 2019.

Moved by: Councillor Phil Marsh

Seconded by: Her Worship the Mayor Helen Worboys

CARRIED

ARC 19/144 SAFEPLUS HEALTH AND SAFETY ASSESSMENT

Report of the General Manager – People and Culture dated 1 February 2019 presenting for information the outcomes from the SafePlus Health and Safety Assessment. A presentation regarding the SafePlus Health and Safety Assessment was shown.

RESOLVED

That the Audit and Risk Committee receives the SafePlus Health and Safety Assessment 2018.

Moved by: Councillor Howard Voss

Seconded by: Councillor Barbara Cameron

CARRIED

ARC 19/145 REVALUATION CYCLE FOR INFRASTRUCTURAL ASSETS

Report of the General Manager – Corporate and Regulatory dated 29 January 2019 presenting for consideration of the appropriate accounting policy in relation to the revaluation cycle for infrastructural assets.

RESOLVED

That the Audit and Risk Committee considers an annual revaluation of Council's infrastructural assets to be the appropriate accounting policy.

Moved by: Her Worship the Mayor Helen Worboys

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Seconded by: Councillor Howard Voss

CARRIED

ARC 19/146 VEHICLE POLICY

Report of the General Manager – Corporate and Regulatory dated 15 January 2019 presenting for information the Manawatu Districts Council’s Vehicle Policy.

RESOLVED

That the Audit and Risk Committee receives the Manawatū District Council’s Vehicle Policy.

Moved by: John Fowke

Seconded by: Councillor Phil Marsh

CARRIED

ARC 19/147 INTERNAL AUDIT – PROCUREMENT REVIEW

Report of the General Manager – Corporate and Regulatory dated 12 February 2019 presenting for information the Internal Audit Project – Compliance with Manawatu District Council’s Procurement Policies and Financial Delegations Policy (goods and services with tendering focus)

RESOLVED

That the Audit and Risk Committee receives the Internal Audit Report resulting from the part one of their procurement review.

Moved by: Councillor Phil Marsh

Seconded by: Councillor Barbara Cameron

CARRIED

ARC 19/148 QUARTERLY REPORT TO 31 DECEMBER 2018

Report of the General Manager – Corporate and Regulatory dated 15 January 2019 presenting for consideration a summary to 31 December 2018 of the Council’s performance against Year One of the 2018/28 Long Term Plan.

RECOMMENDED

That the Council receives the Second Quarter Report and the Capital Expenditure Report for the period ended 31 December 2018.

That the Audit and Risk committee requests that an explanation of the changes of the classification of items in the wastewater capital budget expenditure between Quarter one and Quarter two accompany the report to Council.

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Moved by: Her Worship the Mayor Helen Worboys

Seconded by: Councillor Hilary Humphrey

CARRIED

ARC 19/149 UPDATE ON INTERNAL UPDATE AUDIT

General Manager – Corporate and Regulatory Shayne Harris introduced Internal Auditor Rachel Dean who highlighted that part two of the review of Council’s procurement processes will review smaller contracts and will be completed within the next three months.

It was noted that Internal Quality and Assurance checks would be reviewed by the Executive Team.

RESOLVED

That the Audit and Risk Committee receives the verbal update on the Internal Audit.

Moved by: Councillor Howard Voss

Seconded by: Councillor Phil Marsh

CARRIED

ARC 19/150 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

ARC 19/151 NOTIFICATION OF ITEMS FOR NEXT MEETING

) Internal Audit Update

ARC 19/152 MEETING CLOSURE

The meeting closed at 10.29am

Approved and adopted as a true and correct record:

CHAIRPERSON

DATE