

MINUTES	MEETING	TIME
AUDIT AND RISK COMMITTEE	FRIDAY 16 FEBRUARY 2018	8.30AM

Minutes of a meeting of the Audit and Risk Committee held on Friday 16 February 2018, 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	
	Cr Hilary Humphrey	
	Mr John Fowke	
APOLOGIES:	Mayor Helen Worboys	
IN ATTENDANCE:	Cr Michael Ford	
	Cr Alison Short	
	Luele Driescher	(Internal Auditor)
	Clint Ramoo	(Audit Director)
	Chris Webby	(Auditor)
	Richard Templer	(Chief Executive)
	Shayne Harris	(General Manager – Corporate and Regulatory)
	Michael Hawker	(Acting General Manager - Community and Strategy)
	Hamish Waugh	(General Manager – Infrastructure)
	Frances Smorti	(General Manager – People and Culture)
	Colleen Morris	(Chief Financial Officer)
	Paul Stein	(Communications Manager)
	Nichole Ganley	(Governance Support Officer)
	Doug Tate	(Community Facilities Manager)
	Cheryl Wright	(Health and Safety Advisor)
	Brittney Evans	(Corporate Projects Adviser)
	Tracey Hunt	(Strategy Manager)
	Gyeseong Jo	(Work Experience Student)
	Hee Soo Jung	(Work Experience Student)
	Kirsten Pike	(Property and Parks – Legal and Planning)
	Mathew Bayliss	(Aquatics and Recreation Manager)

ARC 18/051 MEETING OPENING

The Chairperson declared the meeting open.

ARC 18/052 APOLOGIES

RESOLVED

That the apologies from Her Worship the Mayor Helen Worboys be accepted

Moved by: Councillor Howard Voss

Seconded by: Councillor Phil Marsh

CARRIED

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ARC 18/053 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit and Risk Committee meeting held 10 November 2017 be adopted as a true and correct record.

Moved by: Councillor Howard Voss

Seconded by: Councillor Barbara Cameron

CARRIED

ARC 18/054 DECLARATIONS OF INTEREST

There were no declarations of conflict of interest.

ARC 18/055 NOTIFICATION OF LATE ITEMS

There were no items of late business notified.

ARC 18/056 AUDIT REPORT FOR YEAR ENDED 30 JUNE 2017

Report of the General Manager – Corporate and Regulatory dated 2 February 2018 presenting Audit New Zealand’s management report for the year ended 30 June 2017.

RESOLVED

That the Audit and Risk Committee receives the Audit New Zealand management report on the Manawatū District Council for the year ended 30 June 2017.

Moved by: Councillor Howard Voss

Seconded by: Councillor Phil Marsh

CARRIED

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ARC 18/057 LONG TERM PLAN 2018-28 – CONSIDERATION OF AUDIT ARRANGEMENTS

Report of the General Manager – Corporate and Regulatory dated 8 February 2018 presenting for consideration and endorsement the audit arrangements for the Manawatū District Council draft Long Term Plan 2018-28 as set out in the draft Audit Engagement Letter from Audit New Zealand.

RESOLVED

- 1. That the Audit and Risk Committee receives and endorses the audit arrangements as set out in the draft Audit Engagement Letter from Audit New Zealand dated 30 January 2018 and attached at Appendix 1.**
- 2. That the Audit and Risk Committee notes that in the absence of the Mayor Helen Worboys Deputy Mayor Michael Ford will sign the final audit engagement letter on behalf of the Manawatū District Council.**

Moved by: Councillor Phil Marsh

Seconded by: Councillor Barbara Cameron

CARRIED

ARC 18/058 INTERNAL AUDIT STATUS REPORT

Report of the General Manager – Corporate and Regulatory dated 7 February 2018 presenting for information a report on status of internal audits programmed for 2017-18.

RESOLVED

That the Audit and Risk Committee receives the Internal Audit Status Report 2017-18 dated February 2018.

Moved by: Councillor Howard Voss

Seconded by: John Fowke

CARRIED

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ARC 18/059 INTERNAL AUDIT – MOUNT LEES PROPERTY AND LEASE

Report of the General Manager – Corporate and Regulatory dated 7 February 2018 presenting the findings and recommendations arising from the Internal Audit of the Mount Lees property and its related lease.

RECOMMENDED

That the Council receives the Mount Lees internal audit report dated November 2017 and notes the management response to recommendations and actions to be taken.

Moved by: Councillor Barbara Cameron

Seconded by: Councillor Howard Voss

CARRIED

ARC 18/060 REVIEW OF POLICIES –PROTECTED DISCLOSURES POLICY

Report of the General Manager – Corporate and Regulatory dated 1 February 2018 presenting the Manawatū District Council’s Protected Disclosure Policy for information.

RESOLVED

That the Audit and Risk Committee receives the report of the General Manager – Corporate and Regulatory dated 1 February 2018 presenting the Manawatū District Council’s Protected Disclosure Policy for information.

Moved by: Councillor Howard Voss

Seconded by: Councillor John Fowke

CARRIED

ARC 18/061 REVIEW OF POLICIES – SENSITIVE EXPENDITURE POLICY

Report of the General Manager – Corporate and Regulatory dated 5 February 2018 presenting for information the Manawatū District Council’s Sensitive Expenditure Policy.

RESOLVED

That the Audit and Risk Committee receives the report of the General Manager – Corporate and Regulatory dated 5 February 2018 presenting the Manawatū District Council’s updated Sensitive Expenditure Policy for information.

Moved by: Councillor Phil Marsh

Seconded by: Councillor Howard Voss

CARRIED

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ARC 18/ 062 QUARTERLY REPORT TO 31 DECEMBER 2017

Report of the General Manager – Corporate and Regulatory dated 30 January 2018 presenting a summary to 31 December 2017 of the Council’s performance against 2017/18 Annual Plan

RECOMMENDED

That the Council receives the Second Quarter Report and the Capital Expenditure Report for the period ended 31 December 2017

Moved by: John Fowke

Seconded by: Councillor Hilary Humphrey

CARRIED

ARC 18/063 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

ARC 18/064 NOTIFICATION OF ITEMS FOR NEXT MEETING

It was noted that Internal Auditor Luele Driescher has resigned effective 13 March 2018. Committee members would be kept up to date regarding the agenda for the next meeting.

Councillor Barbara Cameron left the meeting at 10.36am

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ARC 18/065 PUBLIC EXCLUDED BUSINESS

RESOLVED:

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

- a) Corporate Risk Register – Key Risks, Controls and Treatments

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:

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) Corporate Risk Register – Key Risks, Controls and Treatments	Section 7(2)(j) - prevent the disclosure or use of official information for improper gain or improper advantage.	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 Howard Voss

Seconded by: John Fowke

CARRIED

The meeting went into public excluded session at 10.38am and resumed open session at 11.04am. For items ARC 18/066 to ARC 18/068, refer to public excluded minutes.

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ARC 18/069 MEETING CLOSURE

The meeting closed at 11.04am

Approved and adopted as a true and correct record:

CHAIRPERSON

DATE