



MEETING MINUTES	
AUDIT AND RISK COMMITTEE	TIME
FRIDAY 18 FEBRUARY 2022	8:32AM

Minutes of a meeting of the Audit and Risk Committee held on Friday 18 February 2022, commencing at 8:32am via zoom.

PRESENT:	Cr Stuart Campbell	(Chairperson)
	Mayor Helen Worboys	
	Cr Shane Casey	
	Cr Grant Hadfield	
	Cr Phil Marsh	
	Cr Alison Short	
	John Fowke	
IN ATTENDANCE:	Shayne Harris	(Chief Executive)
	Cathy Robinson	(General Manager – Corporate)
	Hamish Waugh	(General Manager – Infrastructure)
	Frances Smorti	(General Manager – People and Culture)
	Lyn Daly	(General Manager – Community)
	Amanda Calman	(Chief Financial Officer)
	Steph Skinner	(Governance Officer)
	John Jones	(Roading Manager)
	Michael Hawker	(Project Delivery Manager)

ARC 22/156 MEETING OPENING

The Chairperson declared the meeting open.

ARC 22/157 APOLOGIES

There were no apologies received.

ARC 22/157 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit and Risk Committee meeting held 11 November 2021 be adopted as a true and correct record.

Moved by: Her Worship Helen Worboys

Seconded by: Councillor Grant Hadfield

CARRIED

ARC 22/158 DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 22/159 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

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ARC 22/160 PRESENTATIONS

There were no presentations for this meeting.

ARC 22/161 SAFETY AND WELLBEING QUARTERLY REPORT: 1 OCTOBER – 31 DECEMBER 2021

Report of the General Manager – People and Culture dated 19 January 2022 to update the Audit and Risk Committee on the latest Safety and Wellbeing information relating to the operations of Council.

- Due to COVID, the Deep Dive on Rooding had been postponed until next meeting.
- Council had received their Rapid Antigen Tests (RAT's). These were only for use by asymptomatic unvaccinated staff members.
- Council currently running a two team staff approach, while keeping up productivity.
- The Staff Newsletter had been replaced by a fortnightly staff zoom meeting and on the odd week a staff message from CE.
- The body composition scans for staff were explained.
- General COVID discussion.

Councillor Phil Marsh joined the meeting at 8.38am

Councillor Shane Casey joined the meeting at 8.49am

RESOLVED

That the Audit and Risk Committee receive the Safety and Wellbeing report for quarter two of the 2021-22 year.

Moved by: Councillor Phil Marsh

Seconded by: Councillor Alison Short

CARRIED

ARC 22/162 QUARTERLY PERFORMANCE REPORT TO 31 DECEMBER 2021

Report of the Chief Financial Officer dated 27 January 2022 seeking Council approval to provide a summary of both financial and non-financial performance against the targets outlined within year one of the 10 year plan (Referred to as Annual Plan 21/22)

The following was noted:

- The revaluation for Infrastructure had been deferred due to Audit being late.
- Level of Service reporting; new format modelled on annual report.
- The Makino Aquatic Centre well down on revenue, COVID related.
- "Click and Collect" at the library was working well and had increased substantially.

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- Building control excess: reflected the growth we were having in the district however this excess was about timing of revenue received.
 - No more regulatory staff employed but we do have consultants covering the spaces.
- Infrastructure, Water supply; ahead of revenue on Ohakea water scheme. Stanway Halcombe Water Scheme was going ahead with DIA allocated funding.
- Nursery: the turnaround of the Nursery figures was encouraging. Wetland forward planning for growing of plants. Working with Tonkin and Taylor consultants and environmental experts. Also growing plants for Tararua wetlands. Working closely with Ngati Kauwhata and their “Jobs for Nature Funding” to plant wetlands. Looking to plan for the next three financial years. Dune growing/planting of spinifex was in high demand for our District and in Horowhenua and Kapiti Districts.
- The Chief Financial Officer explained the cost variances in Support Services.

RECOMMENDED

That the Council receive the Quarterly Performance Report and Treasury Report to 31 December 2021.

Moved by: Her Worship Helen Worboys

Seconded by: John Fowke

CARRIED

ARC 22/163 WAKA KOTAHI - INVESTMENT AND AUDIT REPORT OF MANAWATŪ DISTRICT COUNCIL

Report of the General Manager – Infrastructure dated 14 December 2021 advising the Audit and Risk Committee of the audit undertaken to provide assurance that Waka Kotahi NZ Transport Agency’s investment in Manawatū District Council’s land transport programme is being well managed and delivering value for money.

It was noted:

- This was a procedural audit by Waka Kotahi completed October 2021.
 - Document the claim process - completed
 - Tenders now to be advertised through the Government Electronic Tender Service (GET’s) and Tenderlink.
 - Safety Audit documentation - completed
 - Other minor areas had been completed as per the audit requirements.

RESOLVED

That the Audit and Risk Committee receives the Waka Kotahi - Investment and Audit Report, and notes the recommendations, and implementation dates.

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Moved by: Councillor Grant Hadfield

Seconded by: Her Worship Helen Worboys

CARRIED

ARC 22/164 RATES SETTING PROCESS CONTROLS

Report of the Chief Financial Officer dated 03 February 2022 outlining to the Audit and Risk Committee the internal controls in place with regard to the rates setting process within Council.

RESOLVED

- 1. That the Audit and Risk committee receive the report and note the changes that have been implemented as a result of the error that occurred with the 2021-22 rates setting process.**

and

- 2. That the Audit and Risk committee note that it is the intention of the Chief Financial Officer to undertake a legal review on the rates resolution prior to adoption of the Annual Plan.**

Moved by: Councillor Shane Casey

Seconded by: Councillor Phil Marsh

CARRIED

ARC 22/165 INTERNAL AUDIT PROGRAMME UPDATE

Progress update from Chief Financial Officer

- Cotton Kelly Smidt - Sensitive Expenditure Policy audit
- Deloitte – GST/FBT audit.
- Regular IT audit ongoing

ARC 21/166 UPDATE FROM GOVERNANCE HEALTH AND SAFETY REPRESENTATIVE

Progress update from Council's Governance Health and Safety Representative

- Councillor Phil Marsh said the council staff teams split appeared to be working well, next Health and Safety meeting was 23 March 2022.

ARC 22/167 CONSIDERATION OF LATE ITEMS

There were no late items for consideration



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ARC 22/168 NOTIFICATION OF ITEMS FOR RISK REGISTER

- Check following items are listed on the risk register:
 - COVID – staff unable to work due to disruption - loss of productivity and customer service.
- Inability to attract staff, especially in the building and planning area
- Risk of NZTA audit failure
- Cancellation of events at Manfield – while this doesn't sit with Council, we were one of three Settlers and should be aware of this.

ARC 22/169 NOTIFICATION OF ITEMS FOR NEXT MEETING

- End of year Audit Management Report; if received, record for next meeting.
- 3 Waters reforms – notification from Central Government is due out before next meeting.

ARC 22/170 MEETING CLOSURE

The meeting closed at 10.02 am.