

MINUTES	MEETING HELD ON	TIME
AUDIT AND RISK COMMITTEE	THURSDAY, 21 SEPTEMBER 2017	1.00PM

MINUTES of a meeting of the **Audit and Risk Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu, on **Thursday, 21 September 2017**, commencing at 1.00pm.

PRESENT:	Cr	M	Cardiff	Chair
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	M	Scott	
	Mr	W	Tuck	Appointed Member
IN ATTENDANCE:	Mr	P	Dougherty	Chief Executive
	Mr	W	Maxwell	Group Manager Corporate Services
	Ms	S	Stevenson	Group Manager Strategy & Planning
	Mr	M	de Haast	Chief Financial Officer
	Mr	K	Currie	Group Manager Regulatory Service
	Mr	K	Black	Manager, Corporate Planning and Reporting
	Ms	D	Andrew	Organisational Development Manager
	Ms	A	Horn	Manager, Financial Accounting
	Mr	D	Borrie	Ernst & Young
	Mr	Z	Hyder	Ernst & Young
	Cr	M	Benton	
	Cr	A	Buswell	
	Cr	J	Elliott	
	Cr	J	Holborow	Deputy Mayor
	Cr	J	Howson	
	Mr	J	Best	Chair, Paraparaumu/Raumati Community Board
	Mr	B	Randall	Member, Paraparaumu/Raumati Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board
	Mr	J	Westbury	Member, Waikanae Community Board
	Mrs	J	Nock	Executive Secretary, Corporate Services
LEAVE OF ABSENCE:	Cr	F	Vining	Deputy Chair
	Mr	G	Burns	Paraparaumu/Raumati Community Board
APOLOGIES:	Cr	D	Scott	
	Ms	C	Papps	Chair, Ōtaki Community Board

The Chair welcomed everyone and declared the meeting open.

ARC 17/09/035

(a) APOLOGIES

MOVED (M Scott/Benton)

Apologies were received from Cr D Scott and Christine Papps and James Westbury for leaving early and Cr Elliott for lateness.

CARRIED

It was noted that Cr Vining and Guy Burns were on leave of absence.

(b) DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest.

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ARC 17/09/036

PUBLIC SPEAKING TIME

John Andrews commented he had not received a response to his letter (a copy was tabled to the Chair) and also spoke about Council's financial accounts within the Audit Report and advised he had written to the Auditor General with his concerns.

Cr Elliott arrived at 1.05pm.

ARC 17/09/037

MEMBERS' BUSINESS

- (a) Public Speaking Time Responses
The Chair advised that Mr Andrews' letter would be looked into.
- (b) Leave of Absence
There was no leave of absence.
- (c) Matters of an Urgent Nature
There were no matters of an urgent nature.

ARC 17/09/038

AUDIT REPORT TO MANAGEMENT FOR THE YEAR ENDED 30 JUNE 2017 (Corp-17-317)

The report was taken as read and David Borrie from Ernst & Young highlighted points from the Control Findings at Appendix 1 and responded to Members' questions.

MOVED (M Scott/Tuck)

That the Audit & Risk Committee receives Ernst & Young's Report on Control Findings for the year ended 30 June 2017 and notes that Audit has raised one new control risk in 2016/17, deemed to be of low risk to the Council's control environment.

That the Audit and Risk Committee notes that regular progress updates will continue to be provided on the remaining five open IT general control findings.

CARRIED

ARC 17/09/039

CLOSING REPORT FROM AUDIT FOR THE YEAR ENDED 30 JUNE 2017 (Corp-17-318)

The report was taken as read and Mr Borrie gave a brief summary on the Closing Report and responded to Members' questions.

Members gave their congratulations on a detailed report.

MOVED (M Scott/Tuck)

That the Audit and Risk Committee receives the Closing Audit Report from Ernst & Young and notes that there are no unadjusted audit differences in the draft financial statements or draft 2016/17 Annual Report.

CARRIED

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ARC 17/09/040

DRAFT ANNUAL REPORT TO 30 JUNE 2017 (SP-17-313)

The report was taken as read and Kevin Black, Manager, Corporate Planning and Reporting responded to Members' questions.

Members questioned why mature forestry on Council land had not been harvested and this would be looked into. It was commented that wherever forestry was harvested Council needed to consider a replanting programme.

Cr Elliott left the meeting at 1.31pm and returned at 1.32pm.

Ms Warwick left the meeting at 1.35pm and returned at 1.36pm.

MOVED (Cardiff/M Scott)

That the Audit and Risk Committee considers the draft Annual Report 2016/17 (see Appendix 1) and recommends, subject to any final changes from audit, the Annual Report be adopted by Council on 28 September 2017.

That the Audit and Risk Committee delegates to the Mayor, Chair of the Operations and Finance Committee and Chief Executive the authority to approve minor editorial changes to the material contained in Appendix 1 to this report SP-17-313 prior to its being submitted to the Council for adoption on 28 September 2017.

CARRIED

ARC 17/09/041

HEALTH AND SAFETY QUARTERLY REPORT (CE-17-302)

The report was taken as read and Dianne Andrew, Organisational Development Manager, responded to questions.

MOVED (Cardiff/M Scott)

That the Audit and Risk Committee notes the Health and Safety Quarterly Report included as Appendix 1 to Report CE-17-302.

CARRIED

ARC 17/09/042

CONFIRMATION OF MINUTES – 10 August 2017

MOVED (Mayor/Tuck)

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

CARRIED

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ARC 17/09/043

PUBLIC EXCLUDED RESOLUTION

MOVED (Mayor/M Scott)

That the Audit and Risk Committee move into a Public Excluded meeting:

<p>PUBLIC EXCLUDED RESOLUTION That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting (with the exception of Community Board representatives) for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> • Building Claims Update • Business Assurance Charter and Strategy (Corp-17-314) • Confirmation of Public Excluded Minutes – 10 August 2017 <p>The general subject of each matter to be considered, while the public are 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:</p>		
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
Building Claims Update	Section 7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.	48(1)(a): That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Business Assurance Charter and Strategy (Corp-17-314)	Section 7(2)(b)(ii) – would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	48(1)(a): That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Confirmation of Public Excluded Minutes - 10 August 2017	Section 7(2)(a) – to protect the privacy of natural persons. Section 7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty.	48(1)(a): That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

CARRIED

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The Audit and Risk Committee moved into a public excluded session at 1.45pm.

The Audit and Risk Committee came out of public excluded session at 2.44pm.

The following resolution and Appendix 1 were released from the public excluded part of the meeting:

BUSINESS ASSURANCE CHARTER AND STRATEGY (Corp-17-314)

MOVED (Mayor/Tuck)

That the Audit and Risk Committee endorses the Business Assurance Charter and the Business Assurance Strategy and Plan as provided in this report, Corp-17-314, subject to this work being funded within existing budgets.

That the Audit and Risk Committee approves the release of the above recommendation and also the Business Assurance Charter at Appendix 1 of this report (Corp-17-314) from public excluded business.

CARRIED

The Audit and Risk Committee meeting closed at 2.45pm.

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Chairperson

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Date