

MINUTES	MEETING HELD ON	TIME
<b>AUDIT AND RISK COMMITTEE</b>	<b>THURSDAY, 1 NOVEMBER 2018</b>	<b>10.00AM</b>

**MINUTES** of a meeting of the **Audit and Risk Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu, on **Thursday, 1 November 2018**, commencing at 10am.

<b>PRESENT:</b>	Cr	M	Cardiff	Chair
	Cr	J	Cootes	
	Mayor	K	Gurunathan	
	Cr	M	Scott	
	Cr	F	Vining	Deputy Chair
	Mr	W	Tuck	Appointed Member (Independent)
<b>IN ATTENDANCE:</b>	Mr	W	Maxwell	Chief Executive
	Mr	K	Black	Acting Group Manager Strategy and Planning
	Mrs	J	McDougall	Acting Group Manager Corporate Services
	Ms	N	Tod	Group Manager Regulatory Services
	Ms	D	Andrew	Organisational Development Manager
	Ms	A	McLaughlin	Democracy Services Advisor
	Ms	A	Horn	Manager, Financial Accounting
	Mr	T	Power	Senior Legal Counsel
	Ms	J	Straker	Chief Financial Officer
	Ms	K	Wheeler	Building Team Manager
	Cr	A	Buswell	
	Cr	J	Elliott	
	Mr	B	Randall	Member, Paraparaumu/Raumati Community Board
	Ms	S	Warwick	Member, Ōtaki Community Board
	Mrs	J	Nock	Executive Secretary, Corporate Services
	Mr	G	Butler	Risk Management Advisor
	Mr	P	Robertson	Heaney & Partners
<b>Apologies:</b>	Mr	G	Simpson	Appointed Member (Independent)

The Chair welcomed everyone to the meeting and declared the meeting open.

ARC 18/11/097

**(a) Apologies**

**MOVED (M Scott/Vining)**

**That an apology be accepted from Gary Simpson.**

**CARRIED**

**(b) Declarations of Interest Relating to Items on the Agenda**

There were no declarations of interest.

ARC 18/11/098

**PUBLIC SPEAKING TIME**

There were no public speakers.

ARC 18/11/099

**MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses  
None required.

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- (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 18/11/100

**PRESENTATION: Current legal issues relating to building regulations**

Tim Power, Senior Legal Counsel gave a brief introduction and welcomed Paul Robertson, Solicitor at Heaney and Partners. Mr Robertson tabled a presentation covering:

- building related claims;
- insurance; and
- an update on the Ministry of Education/Carter Holt Harvey claims.

Members' questions were responded to.

Members were concerned around details and potential liability arising from weathertight homes and suggested a desk top exercise covering potential claims.

It was advised that an insurance update was scheduled for a future Audit and Risk Committee meeting.

*Cr Elliott left the meeting at 11am.*

*The meeting adjourned at 11.05am and reconvened at 11.17am.*

ARC 18/11/101

**RISK MANAGEMENT UPDATE – BUSINESS ASSURANCE UPDATE (Corp-18-637)**

The report was taken as read and Jacinta Straker, Chief Financial Officer gave a brief summary on the procurement review.

Garry Butler, Risk Management Advisor gave a brief summary on the:

- progress of enterprise risk management;
- corporate business continuity management system; and
- corporate risk profile (including water supply and wastewater management and raising staff awareness).

Members' questions were responded to.

It was advised that an update around iwi relationships (as detailed in the risk profile) would be brought back to Members at a future meeting.

*Cr Vining left the meeting at 11.31am and returned at 11.36am.*

**MOVED (Mayor/M Scott)**

**That the Audit and Risk Committee notes the progress update regards the Council's Enterprise Risk Management Framework.**

**CARRIED**

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ARC 18/11/102

**TREASURY MANAGEMENT COMPLIANCE (Corp-18-638)**

Anelise Horn, Manager Financial Accounting gave a brief summary of the report and together with Ms Straker responded to Members' questions.

*Shelly Warwick left the meeting at 11.56am.*

**MOVED (M Scott/Mayor)**

**That the Audit and Risk Committee notes that the Council was fully compliant with its Treasury Management Policy for the quarter ended 30 September 2018.**

**CARRIED**

Members gave their congratulations to staff on their excellent work for treasury management.

ARC 18/11/103

**HEALTH AND SAFETY QUARTERLY REPORT: 1 July 2018 - 30 September 2018 (CE-18-646)**

The report was taken as read. Dianne Andrew, Organisational Development Manager gave a brief summary on reported incidents, advised on the process and provisions within the Care Register and responded to Members' questions.

**MOVED (Cardiff/Tuck)**

**That the Audit and Risk Committee notes the Health and Safety Quarterly Report for the period 1 July 2018 – 30 September 2018 and the progress update on the Health and Safety Plan 2018 – 2020 included at Appendix One and Appendix Two to Report CE-18-646.**

**CARRIED**

The Chair thanked Ms Andrew for her attendance.

ARC 18/11/104

**AUDIT AND RISK COMMITTEE FORWARD AGENDA PROGRAMME (Corp-18-654)**

The report was taken as read.

Members gave their deep dive suggestions for future meetings:

- February - business disruptions; and
- May – Insurance overview and building claims.

It was advised that the list of deep dives could change if more urgent issues needed to be discussed.

It was advised that Members would be updated on climate change and coastal responses during a future Council meeting and it was suggested that the audit and risk committee independent members be invited to attend.

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**MOVED (Vining/Tuck)**

**That the Audit and Risk Committee receives this report Corp-18-654 and notes the attached Audit and Risk Committee forward agenda programme.**

**CARRIED**

ARC 18/11/105

**CONFIRMATION OF MINUTES – 13 September 2018**

**MOVED (Mayor/Vining)**

**That the minutes of the Audit and Risk Committee meeting held on 13 September 2018 be adopted as a true and correct record.**

**CARRIED**

ARC 18/11/106

**PUBLIC EXCLUDED RESOLUTION**

**MOVED (Mayor/M Scott)**

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

<b>PUBLIC EXCLUDED RESOLUTION</b>		
<p><b>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:</b></p> <ul style="list-style-type: none"> <li><b>Confirmation of Public Excluded Minutes 13 September 2018</b></li> </ul> <p><b>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:</b></p>		
<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
<b>Confirmation of Public Excluded Minutes – 13 September 2018</b>	<p>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.</p> <p>Section 7(2)(g) – maintain legal professional privilege.</p>	<p>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.</p>

**CARRIED**

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The Audit and Risk Committee moved into a public excluded session at 12.26am.

*The Audit and Risk Committee came out of public excluded session at 12.42pm.*

The Audit and Risk Committee meeting closed at 12.42pm.

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Chairperson

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Date