

MINUTES	MEETING HELD ON	TIME
<b>AUDIT AND RISK SUBCOMMITTEE</b>	<b>TUESDAY, 11 FEBRUARY 2016</b>	<b>10.04AM</b>

**MINUTES** of a meeting of the **Audit and Risk Subcommittee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu, on **Tuesday, 11 February 2016**, commencing at 10.04am.

**PRESENT:**

Cr	G	Welsh	Chairperson
Cr	M	Cardiff	
Mr	W	Tuck	Appointed Member

**IN ATTENDANCE:**

Mr	W	Maxwell	Group Manager Corporate Services
Mr	M	de Haast	Financial Controller
Ms	D	Andrew	Organisational Development Manager
Ms	J	Dallinger	Health and Safety Advisor
Ms	A	Horn	Manager, Financial Accounting
Mrs	J	Nock	Executive Secretary, Corporate Services

**LEAVE OF ABSENCE**

Cr	M	Bell	Deputy Chairperson
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**APOLOGIES**

Mayor	R	Church	
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The Chair welcomed everyone to the meeting.

ARS 16/02/90

**(a) APOLOGIES**

**MOVED (Welsh/Tuck)**

**That an apology was accepted from Mayor Ross Church.**

**CARRIED**

*A leave of absence was noted from Cr Murray Bell.*

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

There were no declarations of interest.

ARS 16/02/91

**PUBLIC SPEAKING TIME**

There were no public speakers.

ARS 16/02/92

**MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses  
None required.
- (b) Leave of Absence  
There were no leave of absence requests.
- (c) Matters of an Urgent Nature  
There were no matters of an urgent nature.

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ARS 16/02/93

**HEALTH AND SAFETY QUARTERLY REPORT (CE-16-1811)**

Dianne Andrew, Organisational Development Manager and Jill Dallinger, Health and Safety Advisor spoke to the report.

It was advised that the Council's Vehicle Replacement Policy would be reviewed and updated with the aim to refrain from further purchase of vehicles with a cardon brake shaft system. The updated Policy would be reviewed by the Senior Leadership Team and reported back to this Subcommittee.

It was agreed that all Councillors be emailed future Agendas of the Audit & Risk Subcommittee for their information.

Members thanked Ms Andrew and Ms Dallinger on a very thorough report and were happy with the decision of an extra resource to help with the increased workload relating to legislative changes.

**MOVED (Welsh/Cardiff)**

**That the Audit and Risk Subcommittee notes the Health and Safety Quarterly Report for 1 October 2015 – 31 December 2015, included as Appendix 1 to Report CE-16-1811.**

**CARRIED**

ARS 16/02/94

**REGULAR PROGRESS UPDATE ON 2014/15 KEY AUDIT FINDINGS (Corp-16-1793)**

Mark de Haast, Financial Controller spoke to the report and responded to Members' questions.

**MOVED (Welsh/Tuck)**

**That the Audit & Risk Subcommittee notes the progress made against the action plans developed to remedy the control findings arising from the 2015 audit, as set out in Appendix 1 of report Corp-16-1793.**

**That the Audit & Risk Subcommittee notes the progress made to address the Information Technology General Control issues raised by Audit, as set out in Appendix 2 of report Corp-16-1793.**

**CARRIED**

ARS 16/02/95

**TIMETABLE FOR THE AUDIT OF THE 2015/16 ANNUAL REPORT (Corp-16-1797)**

Anelise Horn, Manager, Financial Accounting spoke to the report.

**MOVED (Welsh/Cardiff)**

**That the Audit & Risk Subcommittee confirm the proposed timetable for audit of the Council's Annual Report and the Council's Debenture Trust Deed for the year ended 30 June 2016.**

**CARRIED**

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ARS 16/02/96

**REVIEW OF COUNCIL INSURANCE (Corp-16-1796)**

Wayne Maxwell, Group Manager Corporate Services detailed the report and responded to Members' questions.

Mr Maxwell advised that AON would be invited to give a presentation at a future meeting to give details on Council's future insurance package.

It was advised that a report on Riskpool would be provided at a future meeting.

**MOVED (Welsh/Tuck)**

**That the Audit & Risk Subcommittee approves the proposal to investigate a self-insurance reserve fund.**

**CARRIED**

ARS 16/02/97

**CONFIRMATION OF MINUTES: 1 December 2015**

**MOVED (Cardiff/Tuck)**

**That the Audit and Risk Subcommittee minutes of 1 December 2015 are accepted as a true and correct record.**

**CARRIED**

The Audit and Risk Subcommittee meeting closed at 11.18am.

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Chair

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Date