

MINUTES	MEETING HELD ON	TIME
AUDIT AND RISK SUBCOMMITTEE	TUESDAY 16 DECEMBER 2014	10.19AM

MINUTES of a meeting of the **Audit and Risk Subcommittee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu, on **Tuesday, 16 December 2014**, commencing at 10.19am.

PRESENT:

Cr	G	Welsh	Chairperson
Mayor	R	Church	
Cr	M	Cardiff	Deputy Mayor

IN ATTENDANCE:

Mr	P	Dougherty	Chief Executive
Mr	M	de Haast	Acting Group Manager Corporate Services
Mr	S	Mallon	Group Manager Infrastructure Services
Mrs	J	Nock	Executive Secretary, Corporate Services
Cr	J	Elliott	
Mr	G	Taylor	Ernst & Young

The Chair welcomed everyone to the meeting.

ARS 14/12/30

(a) APOLOGIES

MOVED (Welsh/Mayor)

That apologies to be accepted from Cr Murray Bell and Cr Cardiff for lateness.

CARRIED

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

There were no declarations of interest.

Cr Cardiff joined the meeting at 10.21am

ARS 14/12/31

PUBLIC SPEAKING TIME

Cr Elliott spoke about Beau the dog and how Council staff had cared for him over the last two years and this had reflected in his improved behaviour. Cr Elliott felt that Beau could be re-homed and recommended that more time be given to save Beau.

ARS 14/12/32

CONFIRMATION OF MINUTES

MOVED (Welsh/Cardiff)

That the Audit and Risk Subcommittee minutes of 2 October 2014 are accepted as a true and correct record.

CARRIED

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ARS 14/12/33

MEMBERS' BUSINESS

(a) Public Speaking Time Responses

The Chief Executive advised that, although Beau had been in the pound for two years, his behaviour remained unpredictable and it would be too risky for him to be re-homed.

The Mayor commented that a dog that continued to show signs of aggression could not be allowed back into the community and the Chair commented that everyone appreciated the sensitivity of this case but the Council had an obligation to the safety of the community.

(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.

ARS 14/12/34

STANDARD AND POOR'S CREDIT RATING (CORP-14-1417)

Mark de Haast, Acting Group Manager Corporate Services gave a presentation outlining the reports on this Agenda (excluding Strategic Health & Safety Plan).

Mr de Haast added that to improve the Council's credit rating there would need to be consistency in completing their planned capital expenditure programmes on budget.

MOVED (Welsh/Cardiff)

That the Audit and Risk Subcommittee notes the content of Standard & Poor's Report on Kapiti Coast District Council's Credit Rating.

CARRIED

ARS 14/12/35

MEMBERSHIP OF THE AUDIT AND RISK SUBCOMMITTEE (CORP-14-1373)

Mr de Haast spoke to the report through the presentation and it was agreed that a recommendation would be put to Council on whether the external member should have voting rights.

MOVED (Mayor/Welsh)

That the Audit and Risk Subcommittee recommends to Council that:

- a) **an independent external member with financial expertise be appointed to the Subcommittee as soon as conveniently possible in the current triennium for a term of three years; and**
- b) **the independent external member be remunerated at a standard meeting fee of \$150; and**
- c) **the Council's Governance Structure and Delegations document and Governance Statement are amended accordingly.**

CARRIED

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PROGRESS ON AUDIT MANAGEMENT REPORT (CORP-14-1420)

Mr de Haast spoke to the report through the presentation and added that one of the outputs of the capital project oversight group was for Asset Managers to forecast their monthly spend. This would enable the tracking of monthly cash flow requirements, in anticipation of future Local Government Funding Agency bond tenders and for the Council to draw down its debt requirements efficiently and at least cost.

Cr Elliott left the meeting at 11.22am

MOVED (Welsh/Cardiff)

That the Audit and Risk subcommittee receive and note the progress made on the recommendations in Ernst & Young's Report on Control Findings for the year ended 30 June 2014 as per the Work Programme in Appendix 1 to this report Corp-14-1420.

CARRIED

ARS 14/12/37

COUNCIL CONTROLLED ORGANISATIONS 2013/14 ANNUAL REPORTS (CORP-14-1416)

Mr de Haast spoke to the report through the presentation and confirmed that The Te Newhanga Kapiti Community Centre had elected to be audited annually and the facility was owned by the Council. Members requested assurance that the Community Centre Trust was maintaining the building and also delivering to the community. These details would be looked into and reported back.

MOVED (Mayor/Welsh)

That the Audit and Risk Subcommittee notes the performance of the Local Government Funding Agency and the Wellington Rural Fire Authority in their respective 2014 Annual Reports.

CARRIED

ARS 14/12/38

STRATEGIC HEALTH & SAFETY PLAN 2014-2016 (CE-14-1428)

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

In addition to the report it was confirmed that:

- the Council continues to conduct pre-employment Drug and Alcohol testing for all safety sensitive roles. The Drug and Alcohol Policy remains in place and under this policy, there was a robust provision for 'reasonable cause' testing;
- following the Ashburton tragedy, the Senior Leadership Team (SLT) engaged an external advisor to review and report on the safety and security procedures for the Council sites where there was a customer interface. Recommendations from the report would be reviewed by SLT and implementation managed in a staged process. Resilience training would be a priority;
- the SLT had commenced 'walk about' visits to the customer interface sites to audit the safety and security in place. To date the Coastlands Aquatic Centre and the Civic Building had been completed. Other site visits were to be scheduled for the new calendar year; and

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- based on evidence from the Australian experience, the Council needed to consider that the increased training expectations, as a result of the new Health and Safety legislation changes expected here in April 2015, may result in up to 35% increase to the training budget going forward.

MOVED (Welsh/Cardiff)

That the Audit and Risk Subcommittee endorses the Strategic Health and Safety Plan 2014-2016.

That the Audit and Risk Subcommittee notes the Health and Safety Annual Report for the year ending 30 June 2014.

CARRIED

ARS 14/12/39

PUBLIC EXCLUDED RESOLUTION

MOVED (Welsh/Cardiff)

That the Audit & Risk Subcommittee move into a Public Excluded meeting:

PUBLIC EXCLUDED RESOLUTION		
<p>That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> Confirmation of Public Excluded Minutes: 2 October 2014 <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
Confirmation of Public Excluded Minutes 19 June 2014	Section 7(2)(a) – to protect the privacy of natural persons.	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

The meeting went into public excluded session at 11.46am

The meeting came out of public excluded session at 11.58am.

The public session of the Audit and Risk Subcommittee meeting closed at 11.58am.