



# Minutes

of the

## Audit and Risk Committee

### Ordinary Meeting

Date 17 July 2018  
Venue Council Chamber  
515 Mackay Street  
Thames

#### Present

LA Fox (Chairperson)

HD Bartley  
MK McLean JP  
S Peters  
B Robertson  
TM Walker

#### In attendance

##### Name

Bruce Hinson, Ariana Wickliffe, Angela Jane, Karl Dudley, Donna Holland and Robert Sutherland (Audit New Zealand).

**Meeting commenced** 9:00am

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## 1 Meeting conduct

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### 1.1 Apologies

An apology was received from Paul Davies, Legal Counsel. Bruce Hinson was present on his behalf.

### 1.2 Public forum

There were no speakers in the public forum.

### 1.3 Items not on the agenda

No further items were added to the agenda

### 1.4 Conflict of interest

No conflict of interests were declared.

### 1.5 Minutes for confirmation

17/18  
ARC

#### **Resolved**

That the Audit and Risk Committee confirms the minutes of the meeting held 24 April 2018 as a correct record of proceedings.

**Moved/seconded by:** Fox/McLean

## 2 Reports

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### 2.1 Request for consideration of remission of targeted rates - 6 Gregory Lane, Whangamata

The Committee was asked to consider a remission of targeted rates under the Remission for Miscellaneous Purposes Policy.

18/18  
ARC

#### **Resolved**

That the Audit and Risk Committee:

1. Receives the 'Request for consideration of remission of targeted rates - 6 Gregory Lane, Whangamata', dated 15 May 2018 report.
2. Approves a rates remission for 6 Gregory Lane, Whangamata under the Remission for Miscellaneous Purposes policy of \$753.72 which is a pro rata amount of the 50% targeted rates on the affected SUIP.

**Moved/seconded by:** Walker/Bartley

## 2.2 Audit New Zealand Management Plan report on the 2018-28 Long Term Plan Consultation Document

The Committee was asked to review the Audit New Zealand report on the Long Term Plan 2018-28 Consultation Document. The Committee agreed there were no actions to be reported to the Committee.

19/18  
ARC **Resolved**  
That the Audit and Risk Committee receives the 'Audit New Zealand Management report on the 2018-28 Long Term Plan' report, dated 17 July 2018.

**Moved/seconded by:** Fox/Robertson

## 2.3 Workplace safety and wellbeing

The Committee was updated regarding the management of health and safety risk at Thames-Coromandel District Council.

20/18  
ARC **Resolved**  
That the Audit and Risk Committee receives the 'Workplace safety and Wellbeing' report, dated 27 June 2018.

**Moved/seconded by:** Fox/Bartley

## 2.4 Ongoing work programme

The Committee was provided with the Committee's ongoing work programme and asked to confirm the information. Councillor Peters requested that climate change be added to the work programme. Mr Hinson noted that he would provide an annual update to the Committee on the progress of the Coastal Hazard Risk Assessment budget at the end of the financial year.

The Committee requested an update on the internal audit work programme. Staff responded that the newly appointed audit role would progress the programme and an update would come to the Committee in due course.

21/18  
ARC **Resolved**  
That the Audit and Risk Committee:

1. Receives the 'Ongoing work programme' report, dated 8 July 2018.
2. Confirms the work programme contained in the agenda report.

**Moved/seconded by:** Fox/Peters

## 2.5 Creation of a sub-committee

The Committee was to consider the membership and terms if reference for a subcommittee of the Audit and Risk Committee with a focus on development contribution policy matters. The Committee requested that this be included on the work programme.

**22/18** **Resolved**  
**ARC** That the Audit and Risk Committee:

1. Receives the 'Creation of a sub-committee' report, dated 8 July 2018.
2. Appoints Chairperson Fox, Councillor McLean and Councillor Walker to the Development Contributions Subcommittee.
3. Approves the terms of reference in the agenda report for the DC subcommittee

**Moved/seconded by:** Peters/Robertson

## **Members' reports**

**23/18** **Resolved**  
**ARC** That the Audit and Risk Committee receives the Members' reports.

**Moved/seconded by:** Fox/McLean

## **3 Public excluded**

**24/18** **Resolved**

That the public be excluded from the following parts of the proceedings of this meeting namely:

<b><i>General subject of each matter to be considered</i></b>	<b><i>Reason for passing this resolution</i></b>	<b><i>Ground(s) under Section 48(1) for the passing of the resolution</i></b>
3.1 Public Excluded - Audit and Risk Committee minutes for confirmation	<b>(7)(2)(g)</b> – Maintain legal professional privilege. <b>(7)(2)(c)(i)</b> – Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.	<b>(48)(1)(a)</b> – 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>3.2 Update on litigation matters</p>	<p><b>(7)(2)(g)</b> – Maintain legal professional privilege.</p>	<p><b>(48)(1)(a)(i)</b> – 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. Where the local authority is named or specified in the First Schedule to this Act, under section 6 or section 7 (except section 7(2)(f)(i) of this Act.</p>
<p>3.3 - Corporate risks and issues</p>	<p><b>(7)(2)(g)</b> – Maintain legal professional privilege</p> <p><b>(7)(2)(c)(i)</b> – Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.</p>	<p><b>(48)(1)(a)</b> – 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>

**18/18 Resolved**

CL That the public be re-admitted to the meeting and resolutions taken with the public excluded be confirmed in the public session except for the following which are to remain in public excluded minute book.

**Item Business**

- 3.1 Public Excluded - Audit and Risk Committee minutes for confirmation**
- 3.2 Public Excluded - Update on litigation matters**
- 3.3 Public Excluded - Corporate Risks and Issues**

**Meeting closed at 11:47am**

The foregoing minutes were certified as being a true and correct record of the meeting of the Audit and Risk Committee held on 17 July 2018.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_