

## **20 November 2018 - Audit and Risk Committee minutes for confirmation**

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<b>TO</b>	Audit and Risk Committee
<b>FROM</b>	Ariana Wickliffe - Governance Team Leader
<b>DATE</b>	5 March 2019
<b>SUBJECT</b>	<b>20 November 2018 - Audit Committee minutes for confirmation</b>

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### **1 Purpose of Report**

As per Council's Standing Orders, the Audit and Risk Committee must confirm the minutes of its previous meeting.

### **2 Suggested Resolution(s)**

That the Audit and Risk Committee confirms the minutes of the meeting held on 20 November 2018 as a correct record of proceeding.

### **References-Tabled/Agenda Attachments**

**Attachment A** *Unconfirmed – 20 November 2018 - Audit and Risk Committee minutes*



**UNCONFIRMED Minutes**  
**of the**  
**Audit and Risk Committee**  
**Ordinary Meeting**

Date	20 November 2018
Venue	Council Chamber 515 Mackay Street Thames

**Present**

LA Fox (Chairperson), MK McLean JP, HD Bartley, S Peters, B Robertson  
(Independent Auditor).

**Apology**

Mr Athol Graham, TM Walker.

**In attendance**

Paul Davies, Nicole Miell, Angela Jane, Brian Hinson, Rob Williams, Karl Dudley,  
Raymond Kelly, Scott Summerfield, Ashleigh Howard, Pieter Labuschagne, Michael  
Dobie.

**Meeting commenced** 9:00am

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## **1 Meeting conduct**

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### **1.1 Apologies**

An apology was received from Mr Athol Graham.

31/18  
 ARC

**Resolved**

That the Audit and Risk Committee receives an apology from Mr Graham.

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

### **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**

32/18  
 ARC

**Resolved**

That the Audit and Risk Committee:

1. Confirms the minutes of the meeting held on 9 October 2018 as a correct record of proceedings.
2. Receives the minutes of the Development Contributions Sub-Committee meeting held on 30 October 2018.

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

## **2 Reports**

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### **2.1 Workplace Safety and wellbeing**

The Committee was provided with information regarding the management of health and safety risk.

Contractor management was a high priority and required more specific procedure on workplace safety risks and refining contractor responsibility to health and safety.

33/18  
 ARC

**Resolved**

That the Audit and Risk Committee receives the 'Workplace safety and wellbeing' report, dated 31 October 2018.

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

## 2.2 2018-19 Quarter one – non-financial performance results

Scott Summerfield, Policy and Planning Manager and Ashleigh Howard, Policy Planner, presented the quarter one performance report informing progress made towards achieving performance measures and targets contained within the 2018-2028 Long Term Plan.

The Committee commented that the achievements were good compared to 4-5 years ago, however the measures that were not achieved were a potential risk to Council. The Committee requested a risk profile report outlining implications of not meeting the desired performance.

34/18  
ARC

### **Resolved**

That the Audit and Risk Committee receives the '2018-19 Quarter one – non financial performance results' report, dated 31 October 2018.

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

## 2.3 Insurance renewal update

Pieter Labuschagne, Risk Manager, provided an update on the renewal of the Council insurance arrangements for 2018-19 and made a presentation on Annual Insurance Renewal.

Legal, Audit and Risk Group Manager, Paul Davies, advised that the current brokers were active in the local government arena and that there had been a significant drop in premiums.

35/18  
ARC

### **Resolved**

That the Audit and Risk Committee receives the 'Insurance renewal update report' report, dated 1 November 2018.

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

**Tea adjournment – 10.41am to 10.55am**

## 2.4 Ongoing work programme

Pieter Labuschagne, Risk Manager, outlined the proposed 2019 Audit and Risk Committee Work Programme and agenda content advising risk content had been added.

Councillor Peters requested an update be included on the Coastal Management Hazard Strategy for the meeting to be held on 25 June 2019. Mr Davies advised that a report would be presented to the Committee on 12 March 2019 by Jan Van der Vliet and Mo Imtiaz.

The Committee asked that the Chief Executive be invited back to the June meeting. Chair Fox tabled a summary from the 2018 Waikato LASS insights session held in Hamilton.

36/18  
ARC

### **Resolved**

That the Audit and Risk Committee:

1. Receives the '2018-19 Quarter one – non financial performance results' report, dated 31 October 2018.
2. Confirms the '2019 Audit and Risk Committee Work programme'.

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

## 2.5 Members reports

Councillor Bartley noted his support for the Chief Executive's performance, he commented that Council was in the best position he had seen in years.

Councillor Peters supported the inclusion of coastal hazard and management issues to the risk register. He noted that this was a priority for this Council which required a sensible and pragmatic approach.

Infrastructure Manager, Bruce Hinson noted that more information would be shared through the Councillor Weekly update.

Bruce Robertson noted that Council should be mindful of conflicts of interest at a staff level, this included perception of bias.

Chairperson Fox noted that the lack of communication was preventing coastal management to move forward. He also noted that social housing was becoming a significant issue and that rules needed to be investigated through the District Plan.

37/18  
ARC**Resolved**

That the Audit and Risk Committee receives the Members' reports.

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

## 3 Public excluded

38/18  
ARC**Resolved**

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of the resolution</b>
3.1 – Public excluded minutes for confirmation 3.2 – Corporate risks and issues	(7)(2)(g) – Maintain legal professional privilege.  (7)(2)(c)(i) – 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.	(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.

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

41/18

**Resolved**

UNCONFIRMED

Ordinary Meeting

**Audit and Risk Committee**

**Minutes**

**20 November 2018**

ARC

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 items which are to remain in the Public excluded minute book:

<b>Item</b>	<b>Description</b>
3.1	Public excluded minutes for confirmation
3.2	Corporate risks and issues

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

**Meeting closed at:** 11.50am

The foregoing minutes were certified as being a true and correct record of the meeting of the Audit and Risk Committee held on 20 November 2018.

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

UNCONFIRMED

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