



Minutes

of the

Audit and Risk Committee

Ordinary Meeting

Date	25 June 2019
Venue	Council Chamber 515 Mackay Street Thames

Present

L A Fox, H D Bartley, S Peters (from 9.11am), M K McLean JP, T Walker, B Robertson

In attendance

Name

Karl Dudley, Pieter Labuschagne, Angela Jane, Bruce Hinson, Donna Holland, Judy Harnett, Nicole Miell, Ray Kelly, Rob Williams, Michael Dobie

Audit New Zealand

Athol Graham, Carl Wessel

Meeting commenced 09:00am

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1 Meeting conduct

1.1 Apologies

There were no apologies received.

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 conflicts of interest were declared.

1.5 Minutes for confirmation

21/19
ARC

Resolved

That the Audit and Risk Committee confirms the minutes for the Audit and Risk Committee meeting held on 12 March 2019 as a true and correct record of proceedings.

Moved/seconded by: Fox/McLean

2 Reports

2.1 Workplace Safety and Wellbeing

The Committee was updated regarding the management of health and safety.

Members expressed concern over the risk of working in isolation. Mr Ray Kelly, Health and Safety Advisor, advised that a policy and procedure had been developed and was in the process of getting approval from the Leadership Team. The Committee noted that it was imperative to pinpoint who may be affected in this situation and assign controls that best fit that person/role.

The Committee discussed the auditing of contractor worksites, reporting and vehicle tracking safeguards.

22/19
ARC

Resolved

That the Audit and Risk Committee Receives the 'Workplace Safety and Wellbeing' report, dated 6 June 2019.

Moved/seconded by: Fox/Robertson

2.2 Non-financial performance measures – Quarter three results 2018/19

The Committee was presented with the quarter three results for the non-financial performance measures as contained within the 2018-2028 Long Term Plan. Ms Jane, Governance and Strategy Group Manager, spoke to her report advising that results were an improvement on last year.

Councillor Walker expressed concern that the results did not reflect public opinion and therefore Service Level Agreements (SLAs) were misrepresented. Staff advised that the results were collected and based on recorded statistics from the request for service system. The Committee was advised that the three-yearly customer satisfaction survey would be presented to the July Council meeting and that the Long Term Plan (LTP) was the time to reconsider and reset the SLAs.

The Audit Officers advised that they were comfortable with the way data was collected for the LTP performance measures.

23/19 Resolved

ARC That the Audit and Risk Committee receives the 'Non-financial performance measures - Quarter three results 2018/19' report, dated 14 June 2019.

Moved/seconded by: Fox/Walker

2.3 Policy review update

An update on the review programme of the Council's governance and management policies was provided and noted good progress had been made over the last six months.

24/19 Resolved

ARC That the Audit and Risk Committee receives the 'Policy review update' report, dated 10 June 2019.

Moved/seconded by: Fox/Walker

3 Audits and Reviews

3.1 Internal Audit Issues Progress report

Pieter Labuschagne, Risk Manager, updated the Committee on progress made with the internal audit findings.

Mr Karl Dudley, Corporate Services Group Manager, explained the three outcomes from the review individually after being questioned by Mr Robertson on Council's major risks and risk appetite.

25/19 Resolved

ARC That the Audit and Risk Committee receives the Internal Audit Issues Progress Report, dated 30 May 2019.

Moved/seconded by: Fox/McLean

Tea adjournment – 10.29am to 10.43am.

The Committee then went into the public excluded session.

3.2 Members' Reports

Bruce Robertson

Mr Robertson advised that the Productivity Commission's report would be released shortly and could have a benefit for the Thames-Coromandel district. He questioned whether Council had the systems in place to meet tomorrow's needs.

Councillor McLean

Councillor McLean requested leave for the Audit and Risk Committee to be held on 3 October 2019.

Councillor Bartley

Councillor Bartley expressed his concern regarding the cost to ratepayers over the Williamson Park commercialisation aspirations.

Councillor Walker

Councillor Walker commented that after his conversation with a Waikato Regional Council member on the future of co-governance and post treaty settlements that the Council needed to consider the effect on our district.

Chair Fox

Chair Fox commented on the pressure Central Government was putting on local government and was concerned at the lack of funding for extra local government responsibility and future issues.

It was noted that Mayor Goudie would be attending the July LGNZ Conference where a key issue would be the underfunded mandate from Central Government.

26/19 Resolved

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

Moved/seconded by: Walker/McLean

4 Public excluded

27/18 Resolved

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

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of the resolution</i>
4.1 Public excluded minutes for confirmation – 12 March 2019	(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	(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.

	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.	
4.2 Update on litigation matters	(7)(2)(g) – Maintain legal professional privilege.	(48)(1)(a)(i) – 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.
4.3 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/Mclean

31/19 **Resolved**

DC 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.

Item	Description
4.1	Public excluded minutes for confirmation
4.2	Update on litigation matters
4.3	Corporate Risks and Issues

Moved/seconded by: Fox/Bartley

Meeting closed at: 12.07pm

The foregoing minutes were certified as being a true and correct record of the meeting of the Audit and Risk Committee held on 25 June 2019.

Chairperson _____ **Date** _____