

1. Minutes: Audit and Risk Committee Tuesday 20 September 2016

Minutes of a meeting of the Audit and Risk Committee held in the Council Chamber Forum North on Tuesday 20 September 2016 at 9.00am

Present:

Cr S L Morgan (Chairperson)

Her Worship the Mayor S L Mai, Crs S J Deeming and J D T Williamson

Apology:

Philip Jones

Moved: Cr Morgan

Seconded: Cr Deeming

“That the apology be sustained.”

CARRIED

Also present:

Crs S M Glen, C M Hermon (10.22am) and G C Innes
Athol Graham and Sam Ho (Audit New Zealand)

In Attendance:

Chief Executive (R Forlong), Group Manager Support Services (A Adcock), Financial Controller (R Kerr), Governance Manager (J Marris), Health and Safety Manager (D Williams), Information Services Manager (J Wheat-Connelly), Audit and Risk Analyst (P Labuschagne) and Senior Meeting Co ordinator (C Brindle)

1. Confirmation of Minutes of a Meeting of the Audit and Risk Committee held on held 23 June 2016

Moved: Cr Deeming

Seconded: Her Worship the Mayor

“That the minutes of the Audit and Risk Committee meeting held on Thursday 23 June 2016 having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.”

CARRIED

2. ICT and Trilogy Programme Risk Report

J Wheat-Connelly gave a brief update on the report and answered questions from members.

Moved Her Worship the Mayor

Seconded Cr Williamson

“That the Audit and Risk Committee:

- (1) Notes the report and the top ICT risks and Trilogy risk register.”

CARRIED

3. Health and Safety

D Williams provided an overview of key aspects of the report and answered questions from members.

R Forlong acknowledged the work of team and commented on the high risks identified in the report.

Moved Cr Deeming
Seconded Her Worship the Mayor

“That the Audit and Risk Committee:

- a) Notes the top 10 health and safety risks, and recent due diligence workplace visits by the Chief Executive as ‘officer’ of this organisation.”

CARRIED

4. Service Delivery Review Update

J Marris commented on the report and answered questions from members.

Moved Her Worship the Mayor
Seconded Cr Deeming

“That the Audit and Risk Committee notes the progress with the Service Delivery Review programme.”

CARRIED

5. Financial Management Activity Update Report

R Kerr commented further on the report and answered questions from members.

Secretarial note: The Annual Report will be presented for adoption at the 29 September Council meeting.

Moved Cr Deeming
Seconded Cr Williamson

“That the Audit and Risk Committee:

- a) Note the progress with producing and adopting the Annual Report by the end of September 2016.
- b) Note the continuing work on improving processes under the Property Plant and Equipment Continuous Improvement project.”

CARRIED

P Labuschagne provided an overview and answered questions from members in regard to Items, 6, 7, 8 & 9.

6. Audit New Zealand – 2016 Audit Management Report

Moved Cr Williamson
Seconded Her Worship the Mayor

“That the Audit and Risk Committee:

- a) notes the interim Audit Management Report issued by AuditNZ for the 2015-2016 Financial Year.
- b) notes the key issues raised by AuditNZ and Council’s response to them.”

CARRIED

7. Council Policy Status Report

Secretarial note:

The review dates for the Policies recorded below were amended as follows::

Civic Honours Awards Policy (reviewed policy adopted July 2016)

Procurement Policy (policy last reviewed and adopted March 2015)

River Management Policy (policy last reviewed and adopted August 2000)

Youth Policy (policy last reviewed and adopted May 2013)

Arts, Culture & Heritage Policy (policy last reviewed and adopted April 2015)

Moved Cr Williamson
Seconded Cr Deeming

“That the Audit and Risk Committee:

- a) notes the current status of then policy review work.”

CARRIED

Cr Hermon joined the meeting at 10.22am during discussion on Item 7.

8. Key Risk Report

Moved Cr Deeming
Seconded Her Worship the Mayor

“That the Audit and Risk Committee:

- a) Notes the progress made since the June report with the reporting of a further four departments’ key risks.”

CARRIED

9. Insurance Report

Moved Cr Deeming
Seconded Cr Williamson

“That the Audit and Risk Committee:

- a) Notes the appointment of Aon New Zealand as Council’s insurance broker from 1 September 2016.

- b) Notes the further work undertaken on the management of Council's insurance processes."

CARRIED

The meeting closed at 10.48am

Confirmed this 30th day of September 2016

S L Morgan (Chairperson)

R Forlong (Chief Executive)