



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

MINUTES

**Audit and Risk Committee Meeting
26 August 2019**

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**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING
HELD IN THE NAGAIZUMI-CHO ROOM, 101 GUYTON STREET, WHANGANUI
ON 26 AUGUST 2019 AT 1.02PM**

PRESENT: Cr David Bennett, Cr Kate Joblin, Member Rex McKinnon, Mayor Hamish McDouall (Mayor), Member Eileen O'Leary, Acting Chair Jenny Duncan (Deputy Mayor)

APOLOGIES: Nil

IN ATTENDANCE: Kym Fell (Chief Executive), Bryan Nicholson (Chief Operating Officer), Mike Fermor (General Manager Finance), Debbie Watson (Risk Manager), Kate Barnes (Senior Democracy Advisor), Sarah Pomeroy (Communications & Marketing Manager), Mark Ward (Chief Executive, Whanganui & Partners).

1 APOLOGIES

Nil

2 DECLARATIONS OF INTEREST

There were no new declarations of interest.

3 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 27 MAY 2019

Author: Anna Palamountain - Governance Services Officer

Authoriser: Kate Barnes - Senior Democracy Advisor

Significance of decision – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

Committee Resolution 2019/1

Moved: Mayor Hamish McDouall

Seconded: Cr Kate Joblin

THAT the Minutes of the Audit and Risk Committee Meeting held on 27 May 2019 are confirmed as a true and correct record.

CARRIED

Noted, that Debbie Watson would follow up with Whanganui District Council Holdings Limited regarding a proposed visit to GasNet.

4 REPORTS TO COMMITTEE

5.1 INTERNAL AUDIT REVIEW OF PROCUREMENT

Author: Mike Fermor - General Manager Finance

Authoriser: Kym Fell - Chief Executive

Significance of decision – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

Discussion

Auditor Rachael Dean of Cotton Kelly Smit Limited briefly went through her report with members. She gave positive feedback regarding the Council's use of business cases and procurement plans, as well as the approach to conflicts of interest. She recommended the Council tighten up its processes regarding the use of purchase orders. General Manager Finance noted that staff would receive reminders about best practice in coming weeks. It was noted that the Finance Team will review and Promapp the process for use of purchase orders.

Committee Resolution 2019/2

Moved: Mayor Hamish McDouall

Seconded: Member Rex McKinnon

THAT the Audit and Risk Committee receive the report – Internal Audit Review of Procurement.

THAT Rachel Dean be thanked for her work.

CARRIED

5.2 2019 ANNUAL REPORT UPDATE

Author: Mike Fermor - General Manager Finance

Authoriser: Kym Fell - Chief Executive

Significance of decision – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

Committee Resolution 2019/3

Moved: Cr Jenny Duncan

Seconded: Cr Kate Joblin

THAT the Audit and Risk Committee receive the report – 2019 Annual Report update.

CARRIED

5.3 INFORMATION MANAGEMENT UPDATE - AUGUST 2019

Author: Michelle Malley - Information Management Officer

Authoriser: Mike Fermor - General Manager Finance

Significance of decision – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

Discussion

Chief Operating Officer summarised the report. The purpose of the report was to provide the committee with assurance that the Council is in a good place regarding information management. In response to a question, he acknowledged that it is worth considering getting an independent review of Council's systems. There are still some building records that are yet to be digitised.

Committee Resolution 2019/4

Moved: Member Eileen O'Leary

Seconded: Cr David Bennett

THAT the Audit and Risk Committee receive the report – Information Management Update - August 2019.

CARRIED

5.4 HEALTH AND SAFETY ACTIVITY REPORT

Author: Debbie Watson - Risk Manager

Authoriser: Charlotte Almond - General Manager Strategy

Significance of decision – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

Discussion

Risk Manager summarised her report. As much of the data is new, trends are not yet apparent. Every new staff member at Council now receives a health and safety induction. Comprehensive use of the PeopleSafe tool is encouraged.

Committee Resolution 2019/5

Moved: Cr Jenny Duncan

Seconded: Cr David Bennett

THAT the Audit and Risk Committee receive the report – Health and Safety Activity Report .

CARRIED

5.5 ORGANISATIONAL POLICY REVIEW UPDATE**Author:** Charlotte Almond - General Manager Strategy**Authoriser:** Kym Fell - Chief Executive**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.**Committee Resolution 2019/6**

Moved: Cr Kate Joblin

Seconded: Member Rex McKinnon

THAT the Audit and Risk Committee receive the report – Organisational Policy Review Update.**CARRIED****5.6 WHANGANUI & PARTNERS RISK ASSESSMENT****Author:** Anna Palamountain - Governance Services Officer**Authoriser:** Kate Barnes - Senior Democracy Advisor**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.**Discussion**

Chief Executive, Whanganui & Partners summarised the report. The risk register is still a work in progress. A further workshop is planned for September 2019.

Committee Resolution 2019/7

Moved: Cr Jenny Duncan

Seconded: Member Rex McKinnon

THAT the Audit and Risk Committee receive the report – Whanganui & Partners Risk Assessment.**CARRIED**

5 MOTION TO EXCLUDE PUBLIC**RESOLUTION TO EXCLUDE THE PUBLIC**

Section 48, Local Government Official Information and Meetings Act 1987.

Committee Resolution 2019/8

Moved: Cr Jenny Duncan

Seconded: Member Eileen O'Leary

THAT the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7. Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

CARRIED

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
7.1	Minutes of the Audit and Risk Committee Meeting held on 27 May 2019			Please refer to reasons for public exclusion in the meeting's agenda	
8.1	Risk Management Activity and Strategic Risk Register Report	s7(2)(f)(ii), s7(2)(j)	Improper Pressure or Harassment, Improper Gain or Improper Advantage	Given the timing of the Electoral process information in this report could be used to the benefit of potential candidates without the full context of the Local Government legislative and risk profile.	

- 6 CONFIDENTIAL CONFIRMATION OF MINUTES**
- 7.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 27 MAY 2019**
- 7 CONFIDENTIAL REPORTS TO COMMITTEE**
- 8.1 RISK MANAGEMENT ACTIVITY AND STRATEGIC RISK REGISTER REPORT**

The Meeting closed at 2.17pm.

The minutes of this meeting were signed by the Chairperson and Chief Executive on

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CHAIRPERSON

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CHIEF EXECUTIVE