

PALMERSTON NORTH CITY COUNCIL

Minutes of the Audit and Risk Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 19 February 2018, commencing at 9.00am

Members Present:	Councillor Vaughan Dennison (in the Chair), The Mayor (Grant Smith) and Councillors Bruno Petrenas, Susan Baty, Adrian Broad, Gabrielle Bundy-Cooke, Lew Findlay QSM, Jim Jefferies and Lorna Johnson.
Non Members:	Councillors Brent Barrett, Rachel Bowen, Leonie Hapeta, Aleisha Rutherford and Tangi Utikere.
Apologies:	Councillors Duncan McCann (on Council Business), Karen Naylor (on Council Business) and Tangi Utikere (for lateness).

Councillor Leonie Hapeta left the meeting at 11.18am during consideration of clause 5. She entered the meeting again at 11.20am during consideration of clause 6. She was not present for clause 5.

The meeting adjourned at 9.01am.
The meeting resumed at 11.01am.

1-18 Apologies

Moved Vaughan Dennison, seconded Leonie Hapeta.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-18 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas and Aleisha Rutherford.

2-18 Confirmation of Minutes

Moved Vaughan Dennison, seconded Bruno Petrenas.

The COMMITTEE RESOLVED

1. That the minutes of the Audit and Risk Committee meeting of 20 November 2017 Part I Public be confirmed as a true and correct record.

Clause 2-18 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno

Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

The Mayor (Grant Smith).

3-18 Health and Safety Report Oct - Dec 2017

Memorandum, dated 1 February 2018 from the Human Resources Manager, Wayne Wilson.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The **COMMITTEE RESOLVED**

1. That the Audit and Risk Committee note the information contained within the report dated 1 February 2018 and entitled "Health and Safety Report Oct – Dec 2017".

Clause 3-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

4-18 Business Continuity Planning PNCC update

Memorandum, dated 9 January 2018 from the Head of Emergency Management, Stewart Davies.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The **COMMITTEE RESOLVED**

1. That the Audit & Risk Committee note the report dated 9 January 2018 and entitled "Business Continuity Planning PNCC Update", the programme for and progress of the Business Continuity Planning within the organisation.
2. That Business Continuity Planning update be reported to the Committee 6 monthly.

Clause 4-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

5-18 Internal Audit Plan 2018/19 (Year 2 of the 3 Year Plan)

Memorandum, dated 10 January 2018 from the Senior Internal Auditor, Vivian Watene.

Councillor Leonie Hapeta left the meeting at 11.18am.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The **COMMITTEE RESOLVED**

1. That the Committee note the recommended changes to the Internal Audit 2018/19 and 2019/20 Plans in paragraphs 8 and 9 respectively.
2. That the Committee endorse the Internal Audit 2018/19 Plan narrated in paragraphs 8 and 10.

Clause 5-18 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

6-18

Risk Management Progress - YTD December 2017

Memorandum, dated 18 January 2018 from the Senior Internal Auditor, Vivian Watene.

Councillor Leonie Hapeta entered the meeting again at 11.20am.

Moved Vaughan Dennison, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

That the Committee note:

1. Management's risk management progress made to the Strategic and Operational Risk Profiles.
2. The Year-to-Date Residual Risk status for the key Strategic and Operational risks.

Clause 6-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

7-18

Internal Audit 2017/18 Plan Progress - YTD December 2017

Memorandum, dated 18 January 2018 from the Senior Internal Auditor, Vivian Watene.

Moved Vaughan Dennison, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Committee note the progress of the Internal Audit 2017/18 Plan.

Clause 7-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

8-18 Committee Work Schedule

Moved Vaughan Dennison, seconded Bruno Petrenas.

The COMMITTEE RESOLVED

1. That the Audit and Risk Committee receive its Work Schedule dated February 2018.

Clause 8-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting finished at 11.43am

Confirmed 21 May 2018

Chairperson