

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 18 February 2019, commencing at 9.00am

Members Present: Councillor Vaughan Dennison (in the Chair) and Councillors Susan Baty, Adrian Broad, Gabrielle Bundy-Cooke, Lew Findlay QSM, Jim Jefferies, Lorna Johnson and Bruno Petrenas.

Non Members: Councillors Brent Barrett, Rachel Bowen, Leonie Hapeta, Duncan McCann, Karen Naylor and Tangi Utikere.

Apologies: The Mayor (Grant Smith) (for lateness, on Council Business), Deputy Mayor (Tangi Utikere) (for lateness) and Councillor Aleisha Rutherford.

Councillor Leonie Hapeta left the meeting at 11.23am during consideration of clause 5. She entered the meeting again at 11.33am during further consideration of clause 5.

1-19 Apologies

Moved Vaughan Dennison, seconded Susan Baty.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-19 above was carried 13 votes to 0, 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, Duncan McCann, Karen Naylor and Bruno Petrenas.

The meeting adjourned at 9.03am

The meeting resumed at 10.57am

2-19 Confirmation of Minutes

Moved Vaughan Dennison, seconded Lorna Johnson.

The COMMITTEE RESOLVED

1. That the minutes of the Audit and Risk Committee meeting of 19 November 2018 Part I Public be confirmed as a true and correct record.

Clause 2-19 above was carried 15 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, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

3-19 Business Continuity Planning, PNCC update

Memorandum, dated 29 January 2019 presented by 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 29 January 2019 and titled '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 Audit and Risk Committee 6 monthly.

Clause 3-19 above was carried 15 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, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

4-19 Risk Management Report February 2019

Memorandum, dated 16 January 2019 presented by the Risk Manager, Miles Crawford.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The **COMMITTEE RESOLVED**

1. That the Audit and Risk Committee note developments for risk management and reporting.
2. That the Audit and Risk Committee note Management's progress made to the strategic and operational risk profiles

Clause 4-19 above was carried 14 votes to 0, with 1 abstention, 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, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillor Lew Findlay QSM.

5-19 Health and Safety Report - Oct - Dec 2018

Memorandum, dated 18 January 2019 from the Human Resources Manager, Wayne Wilson.

Councillor Leonie Hapeta left the meeting at 11.23am

Moved Karen Naylor, seconded Lorna Johnson.

The **COMMITTEE RESOLVED**

1. That the Audit and Risk Committee note the information contained within this report.

Councillor Leonie Hapeta entered the meeting at 11.33am

Clause 5-19 above was carried 13 votes to 0, with 2 abstentions, 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, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillors Lew Findlay QSM and Leonie Hapeta.

6-19 2018/19 Internal Audit Plan 6-Month Progress Update

Memorandum, dated 15 January 2019 presented by the Senior Internal Auditor, Vivian Watene.

Moved Vaughan Dennison, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Committee note the internal audit progress made against the 2018/19 Internal Audit Plan in the Memorandum titled '2018/19 Internal Audit Plan 6-Month Progress Update' dated 15 January 2019, and its five Appendixes.

Clause 6-19 above was carried 14 votes to 0, with 1 abstention, 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, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillor Lew Findlay QSM.

7-19 Library Building - Risk Assessment

Memorandum, dated 1 February 2019 presented by the Property Manager, Bryce Hosking and the Chief Infrastructure Officer, Tom Williams.

Moved Vaughan Dennison, seconded Lorna Johnson.

The COMMITTEE RECOMMENDS

1. That Council receive the Risk Assessments for the Central Library Service's options regarding the occupation of the library building.

Clause 7-19 above was carried 14 votes to 0, with 1 abstention, 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, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillor Lew Findlay QSM.

8-19 Committee Work Schedule

Elected members were of the view that Part II details that became public should be reported in a more robust, detailed and transparent way. It was agreed that the timeframe to provide for two years would be too short to be available by the February Council meeting.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The COMMITTEE RECOMMENDS

1. That the Audit and Risk Committee receive its Work Schedule dated February 2019.

Clause 8-19 above was carried 15 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, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Moved Grant Smith, seconded Vaughan Dennison.

2. That the Chief Executive be instructed to report on all Committee/Council Part II matters that have been transferred to Part I (over the last 12 months), the establishment of a public register of transferred items, and a review of the process; such report to be presented to the next Council meeting.

Clause 8-19 above was carried 15 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, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Moved Vaughan Dennison, seconded Susan Baty.

3. That the balance of this term of Council (Committee/Council Part II matters to be transferred into Part I) be reported to the March 2019 Council meeting.

Clause 8-19 above was carried 15 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, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

The meeting finished at 12.12pm

Confirmed 6 May 2019

Chairperson