

**MINUTES OF WAIMATE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON MONDAY, 12 MARCH 2018, COMMENCING AT 9.05AM**

PRESENT: Stephen Halliwell (Chair)
Mayor Craig Rowley, Cr Jakki Guilford

IN ATTENDANCE: Stuart Duncan (Chief Executive)
Michelle Jones (Executive Support Manager), Andy Hilton (Corporate Services Manager), Karalyn Reid (Committee Secretary)
Partial Attendance: Fiona Hester-Smith (Human Resources Manager)

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2018/1

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That apologies from Cr Sheila Paul and Cr David Anderson be received and accepted.

CARRIED

2 VISITORS

10.30am – Audit New Zealand

11.30am – JLT Group Ltd (Public Excluded)

3 CONFLICTS OF INTEREST

There were no conflicts of interest identified.

4 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

There were no major (urgent) or minor items identified.

MINUTES

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 4 DECEMBER 2017

COMMITTEE RESOLUTION 2018/2

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Minutes of the Audit and Risk Committee Meeting held on 4 December 2017 be confirmed as a true and correct record.

CARRIED

REPORTS

6 GENERAL REPORTS

6.1 ACTION POINT REPORT

The Audit and Risk Committee reviewed the Action Point Report.

COMMITTEE RESOLUTION 2018/3

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Action Point Report be accepted.

CARRIED

6.2 HEALTH AND SAFETY REPORT

The Audit and Risk Committee reviewed the Health and Safety Report.

COMMITTEE RESOLUTION 2018/4

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That the Health and Safety Report is accepted.

CARRIED

6.3 COUNCIL POLICY SUITE

The Audit and Risk Committee reviewed the Council Policy Suite. The Chief Executive tabled an updated Register of Policies.

COMMITTEE RESOLUTION 2018/5

Moved: Stephen Halliwell

Seconded: Cr Jakki Guilford

That the Chief Executive be asked to report back an Action Plan to address priority items and long term sustainable business practices to maintain Policy.

.CARRIED

6.4 DELOITTE REVIEW OF LTP BUDGETARY APPROACH

The Audit and Risk Committee reviewed Deloitte's review of the Long Term Planning financial modelling system.

COMMITTEE RESOLUTION 2018/6

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Deloitte Review of LTP Budgetary Approach report is accepted.

CARRIED

The meeting was adjourned at 10.25am for morning tea.

The meeting was reconvened at 10.40am.

Item - 6.6 Discussion with Council's Auditors - 10.30am – was taken before 6.5 Audit New Zealand Management Report for the Year Ended 30 June 2017; and also continued into Public Excluded section of this meeting.

6.6 DISCUSSION WITH COUNCIL'S AUDITORS - 10.30AM

Director and Head of Audit and Quality Scott Tobin, and Council's Audit Director for the 2018 Annual Report Audit Dereck Olson discussed the Audit New Zealand Management Report and the Long Term Plan Consultation Document with the committee.

6.5 AUDIT NEW ZEALAND MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017

The Audit and Risk Committee received the Audit New Zealand's Management Report following completion of the annual report for the year ended 30 June 2017.

COMMITTEE RESOLUTION 2018/7

Moved: Stephen Halliwell

Seconded: Mayor Craig Rowley

That the Audit New Zealand Management Report for the year ended 30 June 2017 is accepted, and that an Action List be developed to implement the recommendations.

CARRIED

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2018/8

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Public Excluded Minutes of the Audit and Risk Committee	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good

Meeting held on 4 December 2017	position of the person who supplied or who is the subject of the information	reason for withholding would exist under section 6 or section 7
7.2 - Public Excluded Action Point Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7
7.3 - Presentation - JLT Group Ltd - 11.30am	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7
7.4 - Public Excluded Leave Liability	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7
CARRIED		

8 RE-ADMITTANCE OF THE PUBLIC REPORT

<p>COMMITTEE RESOLUTION 2018/9</p> <p>Moved: Mayor Craig Rowley Seconded: Cr Jakki Guilford</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;">CARRIED</p>

MEETING CLOSURE

The meeting closed at 12.40pm.

The minutes of this meeting are to be confirmed at the Audit and Risk Committee Meeting held on 11 June 2018.

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CHAIRPERSON