



AUDIT AND RISK COMMITTEE

Open Minutes

Meeting Date: Thursday 7 December 2017

Time: 1pm – 1.10pm

Venue Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
Napier

Present: John Palaret (In the Chair), Mayor Bill Dalton, Geoff Foster,
Councillor Kirsten Wise, Councillor Claire Hague

In Attendance: Chief Executive, Director Corporate Services, Director City
Infrastructure, Director Community Services, Manager Asset
Strategy, Manager Business Transformation and Excellence,
Manager People and Capability [Item 1]

Stephen Lucy – Audit New Zealand

Administration: Governance Team

Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

Nil

Announcements by the Chairperson

Nil

Announcements by the management

Nil

Confirmation of minutes

Councillors Hague / Wise

That the Minutes of the meeting held on 12 October 2017 were taken as a true and accurate record of the meeting.

Carried

Notification and justification of matters of extraordinary business

(Strictly for information and/or referral purposes only).

Transfer of items

Councillors Hague / Wise

That the Committee

- a. Transfer the following papers from the Public Excluded to the Open agenda of this meeting:
 - Item 2 – Health and Safety Report 31 October 2017
 - Item 3 – Audit and Risk Meeting Schedule 2017-18
 - Item 6 – Napier City Council Investments and Debt Report
 - Item 9 – Audit and Risk Charter Review

Carried

AGENDA ITEMS

2. HEALTH AND SAFETY REPORT 31 OCTOBER 2017

Type of Report:	<i>Information</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>340075</i>
Reporting Officer/s & Unit:	<i>Adele Henderson, Director Corporate Services</i>
Reason for Exclusion	<i>Section 7(2)(d) Avoid prejudice to measures protecting the health and safety of members of the public.</i>

2.1 Purpose of Report

To table to the Committee the Napier City Council Health & Safety report as at 31 October 2017 for their review.

At the Meeting

The Manager People and Capability spoke to the report noting:

- There has been one lost time injury this quarter
- The intention is to provide systems that will allow for real time reporting via a variety of devices
- There remains some education needs in identifying what is a 'near miss' and ensuring that they are reported
- It is now possible to begin identifying trends from the reporting; to date there have been no expected trends observed.
- There have been improvements in the Health and Safety practices of our contractors as they work through the SiteWise programme.

Committee's recommendation

Councillors Wise / Hague

That the Committee

- a. Receive the Napier City Council Health and Safety report as at 31 October 2017.

Carried

3. AUDIT AND RISK MEETING SCHEDULE 2017-18

Type of Report:	<i>Operational and Procedural</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>424601</i>
Reporting Officer/s & Unit:	<i>Adele Henderson, Director Corporate Services</i>
Reason for Exclusion	<i>Section 7(2)(g) Maintain legal professional privilege.</i>

3.1 Purpose of Report

To consider the proposed timetable of meetings for the Audit and Risk Committee in 2018, as detailed below.

At the Meeting

It was agreed that the proposed June meeting will be moved to mid-July as The Chair will be away during the month of June.

Committee's recommendation

Councillors Wise / Hague

That the Committee

- a. Receive the proposed timetable of meetings for the Audit and Risk Committee for 2018.

Carried

6. NAPIER CITY COUNCIL INVESTMENT AND DEBT REPORT

Type of Report:	<i>Information</i>
Legal Reference:	<i>N/A</i>
Document ID:	<i>340069</i>
Reporting Officer/s & Unit:	<i>Adele Henderson, Director Corporate Services</i>
Reason for Exclusion	<i>Section 7(2)(b)(ii) 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.</i>

6.1 Purpose of Report

To consider the snapshot report on Napier City Council's Investment and Debt as at 31 October 2017.

At the Meeting

The report was taken as read.

Committee's recommendation

Councillor Wise / Mr Foster

That the Committee

- a. Receive the snapshot report on Napier City Council's Investment and Debt as at 31 October 2017.

Carried

9. AUDIT AND RISK CHARTER REVIEW

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>426002</i>
<i>Reporting Officer/s & Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>
<i>Reason for Exclusion</i>	<i>Section 7(2)(g) Maintain legal professional privilege.</i>

9.1 Purpose of Report

To present and make recommendations on amendments to the Audit and Risk Committee Charter and Terms of Reference.

At the Meeting

The proposed amendments were taken as read and agreed to be logical recommendations by the Committee.

DECISION OF COUNCIL

Mayor Dalton / Mr Foster

That the Committee

- a. Receive the report titled Audit and Risk Charter Review.
- b. Recommend to Council that the amendments to the Audit and Risk Committee Charter and Terms of Reference be approved.

Carried

PUBLIC EXCLUDED ITEMS

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Update on Water Supply- Drinking Water Quality Improvements
4. Audit NZ - Management Letter 2016/17
5. Risk Management Report December 2017
7. Internal Audit Data Analytics
8. Tax Risk Governance Framework

The general subject of each matter to be considered while the public was excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were 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(1) to the passing of this resolution.
1. Update on Water Supply- Drinking Water Quality Improvements	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
4. Audit NZ - Management Letter 2016/17	7(2)(g) Maintain legal professional privilege	48(1)A That the public conduct of the whole or 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: (i) Where the local authority

		is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
5. Risk Management Report December 2017	7(2)(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
7. Internal Audit Data Analytics	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
8. Tax Risk Governance Framework	7(2)(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in

		Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
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The meeting moved into committee at 1.10pm

Approved and adopted as a true and accurate record of the meeting.

Chairperson

Date of approval