

Rangitīkei District Council



Audit and Risk Committee Meeting

Minutes – Thursday 26 September 2019 – 9:00 a.m.

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Present: Mr Craig O'Connell (Chair)
Cr Nigel Belsham
Cr Dave Wilson
Cr Angus Gordon
His Worship the Mayor, Andy Watson

Also in attendance: Cr Lynne Sheridan

In attendance: Mr Michael Hodder, Community & Regulatory Services Group
Manager/Acting Chief Executive
Ms Jo Devine, Group Manager, Finance & Business Support
Mr Arno Benadie, Principal Advisor – Infrastructure
Ms Rachael Dean, Senior Internal Auditor, Cotton Kelly
Ms Bonnie Clayton, Governance Administrator

1 Welcome

The Chair welcomed everyone to the meeting at 9.07am.

2 Council prayer

The Chair read the Council prayer.

3 Public Forum

Nil

4 Apologies

That the apology for Mr Chris Webby, Audit Director, be received.

Cr Belsham/Cr Wilson. Carried

5 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

There were no conflicts declared.

6 Confirmation of order of business

The order of business was confirmed.

His Worship the Mayor requested a future item for the agenda – New Bulls Community Centre – update.

7 Confirmation of minutes

Resolved minute number	19/ARK/012	File Ref	3-CT-17-2
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That the Minutes of the Audit/Risk Committee meeting held on 27 June 2019 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor/Cr Wilson. Carried

8 Chair's report

There was no report to provide to the Committee.

9 Council decisions on recommendations from the Committee

Mr Hodder spoke to the Council strategic risks workshop statement.

The Committee discussed the statement and requested it be amended to include a new section to include “changes to government legislation”.

The revised version of the statement is to be circulated to the Committee.

10 Questions put at previous meeting for advice or action

There were no questions raised at the meeting to be addressed.

11 Work Programme matrix – progress update

The work programme matrix was taken as read.

Resolved minute number **19/ARK/013** **File Ref** **3-CT-17-5**

That the ‘Work programme matrix – progress update’ to the Audit/Risk Committee meeting 26 September 2019 be received.

Cr Belsham/Cr Gordon. Carried

12 Results of interim audit for 2018/19

Ms Devine updated the Committee on progress with the final audit. She covered the following highlights:

- A sensitive expenditure policy has been drafted, this will include the likes of travel, entertainment, koha and airpoints.
- Currently revisiting the gift register, we have a current register however it will include gifts received and gifting out. It was agreed that the register begins at a \$20 value, and any disclosures are to come to Audit Risk every 6 months and then published for the public.

In response to a question, Ms Devine advised that there is a Vehicle Policy, those who are provided with Council vehicles are provided a copy of the Vehicle Policy, which captures the use of Council vehicles for private use.

Resolved minute number **19/ARK/014** **File Ref**

That the report ‘Report to the Council on the Interim audit of Rangitikei District Council for the year ending 30 June 2019’ to the Audit/Risk Committee meeting 26 September 2019 be received.

His Worship the Mayor/Cr Gordon. Carried

13 Review of bringing cleaning services in-house

Ms Dean took her report as read.

The Committee discussed the audit and noted that costs for additional monitoring (alarm monitoring/cleaner swipe cards/cameras/GPS) outweigh the benefits and would not always be appropriate at specific work sites. It was suggested a text system, along with spot checking from auditors be implemented. Management are to consider the suggested actions in the audit. The Committee thanked Ms Dean for her report, considering it a very comprehensive piece of work.

Resolved minute number **19/ARK/015** **File Ref**

That the report 'The Internal Audit Project – 2018 -19, Rangitikei District Council: Review of bringing cleaning services in-house' to the Audit/Risk Committee meeting 26 September 2019 be received.

Cr Belsham/Cr Wilson. Carried

14 NZ Transport Agency Investment Audit Report

The report was taken as read.

Resolved minute number **19/ARK/016** **File Ref** **6-RT-2**

That the 'NZ Transport Agency Investment Audit Report' to the Audit/Risk Committee 26 September 2019 be received.

His Worship the Mayor/Cr Gordon. Carried

15 Late items

16 Future items for the agenda

Bulls Community Centre - update

17 Next meeting

This was the final meeting of the triennium. The Chair thanked the Committee and Council staff, making note of appreciation of the work from management.

18 Meeting closed

10.30am.

Confirmed/Chair:

Date:

Confirmed/Chief Executive: _____

Date: