

The minutes of the Audit and Risk Committee Meeting of the Carterton District Council held in the Hurunui o Rangi Meeting Room at the Carterton Events Centre, 50 Holloway Street, Carterton on Tuesday 16 May 2017 at 10.00am.

Present: Philip Jones (Chair)
Mayor J Booth, Deputy Mayor R Keys, Cr M Ashby (Committee)
Crs B Deller, G Lang, R Carter,

Attendance: J Davis (Chief Executive)
M Sebire (Corporate Services Manager)
P Rickman (Human Resource)
D Gittings (Planning and Regulatory Manager)
H Burgess (Executive Assistant)

1. Apologies

Moved

Apology was received from Tracey O'Callaghan.

Mayor J Booth/Cr Ashby
CARRIED

2. Conflict of Interest

There was no conflict of interest declared.

3. Public Forum

No speakers for the public forum.

4. Notification of General Business / Late Items

There was no General Business or late items.

5. Health and Safety Report

Purpose

To update the Committee on recent Health and Safety activities.

Moved

That the Committee receives the report.

That the Committee notes the health and safety activities described in this report.

Deputy Mayor Keys/Mayor Booth
CARRIED

6. Health and Safety – Five Biggest Risks

Purpose

To present to the Committee a report on the five biggest health and safety risks.

Moved

That the Committee receives the report.

Mayor Booth/Cr Ashby

CARRIED

7. Parks and Reserves Sick Leave Investigation

Purpose

To present to the Committee a report on the use of sick leave by members of the Parks and Reserves Team.

Moved

That the Committee receives the report.

Chair Jones/Cr Ashby

CARRIED

8. March 2017 Financial Report

Purpose

For the Committee to consider the appropriateness of the regular financial reporting to Council.

Moved

That the Committee receives the report.

That the committee recommends the Chief Executive brings back further financial reports to Council with appropriate training and explanations.

Chair Jones/Mayor Booth

CARRIED

9. Policy Review Update

Purpose

To update the committee on internal policies relating to the internal control environment.

Moved

That the Committee receives the report.

Deputy Mayor Keys/Cr Ashby

CARRIED

11. Asset Management Planning – Assessment and Update

Purpose

To inform the Committee on the assessment and timetable of the next review of Council's Asset Management Plan.

Moved

That the Committee receives the update report.

That the Committee notes the current status of CDC's AMPs and the scope of work and timetable to bring all AMPs to an appropriate standard ahead of, and as a key input to, Councils draft 2018-28 Long Term Plan.

Mayor Booth/Chair Jones
CARRIED

12. Progress on validating Rates

Purpose

To update the Committee on the work to validate the Rates Database.

Moved

That the Committee receives the update report.

Cr Ashby/Mayor Booth
CARRIED

13. Report on 2015/16 Audit NZ management report recommendations

Purpose

To update the Committee on the progress against recommendations made by Audit New Zealand.

Moved

That the Committee receives the report.

Chair Jones/Mayor Booth
CARRIED

14. Confirmation of the minutes

Moved

That the minutes of the Audit and Risk Committee Meeting held on 22 March 2017 be confirmed.

Deputy Mayor Keys/Cr Ahsby
CARRIED

15. Matters Arising from Minutes

There were no matters arising from the minutes from the 22 March 2017.

Meeting adjourned at 11.50am

Meeting reconvened at 1.20pm

16. Public Excluded

Moved

The following is the recommended resolution for exclusion of the public so that the appropriate resolution complies with legislative requirements.

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

- 16.1 Insurance changes for 2017/18
- 16.2 Chief Executive Performance

The general subject 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(1) 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(1) for the passing of this resolution
Insurance changes for 2017/18	Good reason to withhold exists under Section 7.	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. Section 48(1)(a)
Chief Executive Performance	Good reason to withhold exists under Section	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. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act,

which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item no.	Interest
1.	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied the information(section 7(2)(b)(ii))
2.	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))

Mayor Booth/Deputy Mayor Keys
CARRIED

Moved

That the Council go out of Public Excluded and return to the Ordinary meeting at

Mayor Booth/Cr Ashby
CARRIED

The public portion of the meeting concluded at 1.45 pm

Minutes confirmed.....

Date.....