

**MINUTES** of a meeting of the Audit & Risk Committee of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia held on **WEDNESDAY 10 AUGUST 2016** commencing at **9.04 am**.

**Present:**

Ms M Devlin (Chairperson)  
Cr JC Baddeley  
Cr JM Gibb  
Cr WD Hayes  
Cr JD Sedgwick [until 10.27am]

**Attending:**

Mr GJ Ion (Chief Executive)  
Mr TG Whittaker (General Manager Strategy & Support)  
Mrs RJ Gray (Council Support Manager)  
Ms A Diaz (Finance Manager)  
Mr K Abbott (Organisational Planning & Project Support Team Leader)  
Mrs K Jenkins (Project Management Advisor)  
Ms M Russo (Corporate Planner)  
Mr N Kotze (Audit Manager Audit New Zealand)  
Mr L Pieterse (Director Audit New Zealand)  
Mr K Lockley (Zero Harm Manager)  
Ms B Nand (KPMG)  
Mr D Sutton (KPMG)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Hayes/Gibb)**

**THAT** an apology be received from and leave of absence granted to His Worship the Mayor and Cr Sedgwick for early departure.

**CARRIED on the voices**

**A&R1608/01**

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Baddeley/Gibb)**

**THAT the agenda for a meeting of the Audit & Risk Committee held on Wednesday 10 August 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 7 which shall be discussed with the public excluded.**

**CARRIED on the voices**

**A&R1608/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Crs Gibb/Baddeley)**

**THAT the minutes of a meeting of the Audit & Risk Committee held on Friday 8 July 2016 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**A&R1608/03**

## **MATTERS ARISING FROM THE MINUTES**

2015/16 Annual Report Risk Assessment [A&R1607/204/6]

The General Manager Strategy & Support advised that there were no issues that would compromise the process for completion of the Strada audit.

## **REPORTS**

Review of Strategic Risk Register  
Agenda Item 6.1

The Chief Executive spoke of opportunities and challenges:

- the electoral process being underway
- recruitment and resources
- capital work to be undertaken in roading, waters, wastewater, stormwater and open spaces
- improvement required in the wastewater area, reputational risk
- Waters CCO, working with Waipa District Council and Hamilton City Council, with agreement on the draft agreement in terms of key principles and decisions on how a CCO be set up.

An interactive session was then facilitated by David Sutton and Bonita Nand, representatives of KPMG on the strategic risks.

It was agreed that KPMG would work with management to produce an updated strategic risk register that would be circulated for feedback and sign off prior to the local body elections.

**Resolved: (Crs Sedgwick/Gibb)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**A&RI608/04/1**

Update on progress against issues raised in the draft interim management report  
Agenda Item 6.2

The report was taken as read. The Corporate Planner provided a brief overview and the committee agreed with the management comments and Audit New Zealand was satisfied with progress made and action taken to date.

The General Manager Strategy & Support identified two key points:

1. Some policies still to be reviewed. Includes a number of IT policies that are currently being worked on.
2. Outcomes from the Contract Management System included in the staff work programme, needs to be signed off by Audit New Zealand.

The General Manager Strategy & Support spoke of two projects being carried out with regard to the Project Management Framework. Currently in the process of developing a list of management recommendations to bring back to the next Audit & Risk Committee meeting.

**Resolved: (Crs Hayes/Gibb)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Audit & Risk Committee approve the management comments in the interim management report.**

**CARRIED on the voices**

**A&RI608/04/2**

Cr Sedgwick retired from the meeting at 10.27am.

The meeting adjourned at 10.27am and resumed at 10.48am.

Risk Management Maturity Assessment  
Agenda Item 6.3

The report was taken as read.

The General Manager Strategy & Support advised of the benefits in ensuring that the framework in place was fit for purpose and gave strength to what the organisation was trying to deliver.

The Organisational Planning & Project Support Team Leader advised that a full project was in place to reinforce messages for best practice.

**Resolved: (Crs Hayes/Gibb)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Committee support the engagement of KPMG to undertake a risk management maturity assessment review;**

**AND FURTHER THAT the Committee request that the Strategy & Finance Committee seek funding from the 2015/16 General Rate surplus to fund this review.**

**CARRIED on the voices**

**A&RI608/04/3**

Zero Harm

Agenda Item 6.4

The report was taken as read. The Zero Harm Manager highlighted the following key points:

- Council has changed the KPI to include total recording injury rate (TRIFR) and is continuing with near miss reporting.
- Zero harm culture survey carried out.
- Waikato LASS and BOPLASS - pre qualification of contractors register, site specific safety plans is still required.
- Reverse Parking Policy introduced.

No real trends had been identified to date in respect of near misses. Service strikes were not a risk.

**Resolved: (Crs Baddeley/Hayes)**

**THAT the report from the Chief Executive be received.**

**CARRIED on the voices**

**A&RI608/04/4**

**EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Crs Gibb/Hayes)**

**THAT the report of the Chief Executive be received;**

